



Regional Working Agreement between CIHT Regions (“Regions”) and Britannia Walk (“BW”)

Objectives

To support the delivery of improved, sustainable and more consistent services to local members irrespective of geographical location, the Regional Working Agreement (RWA) provides clarity on a minimum expected level of service, sets expectations, ways of working and the roles of regional committees and Britannia Walk.

The revised RWA draws together many of the arrangements that are already being implemented by the regions. CIHT would like to acknowledge the considerable voluntary commitment of members who comprise the regional committees. The effort, expectations and time commitment of committee members will be commensurate with it being a volunteer role.

The Regional Working Agreement promotes greater collaboration between CIHT Regions and Nations to share best practice, to improve the services offered to Members and to help raise the profile and the contribution of the CIHT in transport issues. By raising the profile of the work of Regional CIHT committees, it is hoped that it will continue to support and develop existing members through regional activities and attract a stronger and more diverse membership that is more engaged in CIHT activities.

The objectives of the RWA are:

- Maximise the value from existing committees and the invested knowledge and commitment;
- Establish sustainable arrangements which provide greater recognition for committee members and which attract greater involvement by a wider range of CIHT Members;
- Maximise opportunities for local and regional CIHT events across the whole of the administrative CIHT regions;
- Enable collaboration with other Regions in planning events;
- Increase engagement with external stakeholders including Local Authorities, strategic transport bodies, Partnerships Network/Strategic partners and other professional bodies, academic partners;
- Ensure that CIHT Regions communicate Regional issues which may be suitable for CIHT involvement and opportunities to promote CIHT in regional media to BW
- Improve the sharing of successful events and good practice between the Regions.
- Ensure that BW initiatives are cascaded to the regions, key studies and technical initiatives that CIHT are leading.

Purpose

The purpose of this agreement is:

- To clarify the roles and responsibilities of the Regions and BW (“Heads of Purpose”)
- To create an understanding between Regions and Britannia Walk (BW) of what each can hope to expect from the other
- To ensure that all new and future Regional Committees are aware of the support that is available to them from BW
- To provide consistency of service between the Regions to ensure that Members’ expectations in their region can be managed.

Appendix 1 contains explanatory notes on the Heads of Purpose and further guidance on implementation for Regional Committees can be found in the “Regional Officers’ Handbook” (referred to as “the Handbook” in this document)

Appendix 2 provides an outline timeline to support Regions in their annual planning

Review

- This agreement will be reviewed biennially to ensure that it remains fit for purpose and reflects the current levels of activity. Any changes to the Agreement would be subject to the approval of CIHT’s Membership and Member Services Board.
- At each Regional AGM, adoption of the Agreement will need to be confirmed and minuted by the Committees elected for the coming year.

Monitoring

- BW will review regions’ ability to meet the Regional Working Agreements annually
- Feedback on performance is required by both parties
- The Regions Panel (see below) will review results and suggest plans for action/ improvement or support
- The overall results will be reported to the Membership and Member Services Board
- Regions to review their annual Business Plans regularly throughout the year and update where necessary

Heads of Purpose

Britannia Walk agrees to:	Regions agree to:
<p><u>Governance</u></p> <ul style="list-style-type: none"> • Set up and run a “Regions Panel” up to 3 times a year to allow Regional Officers to meet with the CIHT Vice President • Support and provide guidance to regions on all governance matters including legal and data protection issues 	<ul style="list-style-type: none"> • Hold an Annual General meeting at which a full Committee is elected • Hold committee meetings at least 4 times a year • Elect a member(s) to represent the Region or Nation on Council when vacancies arise, as signalled by the Governance Team • Ensure that all committee members are familiar and comply with the requirements set out in the CIHT Financial Regulations
<p><u>Planning</u></p> <ul style="list-style-type: none"> • Provide advice, and templates to assist Regions to create an Annual Business Plan 	<ul style="list-style-type: none"> • Submit an Annual Business Plan in the format requested and by the dates set each year. And to ensure that it is implemented and updated with any changes submitted to BW • To subsequently manage and monitor performance against objectives included within the plan throughout the year.
<p><u>Finances</u></p> <ul style="list-style-type: none"> • Support and provide advice on financial matters as needed • Provide financial support to prevent disruption of Region’s operations 	<ul style="list-style-type: none"> • Manage Region finances • Provide quarterly budget reforecasts as requested by BW
<p><u>CPD</u></p> <ul style="list-style-type: none"> • Provide advice to regions on arranging events as required • To assist and provide information to enable a co-ordinated approach to CPD events across the UK • Manage the calendar and share availability with Committees • Make available resource to co-host events if required by Committee and to assist with rehearsals 	<ul style="list-style-type: none"> • Hold at least four online CPD events in the Region annually in addition to three face-to-face events • Conduct a risk assessment and prepare a business case for any large events using events business planning pro forma template before entering into any contractual commitment. (Large events are defined in finance regs as any event where we are committing to expenditure above £10k)
<p><u>Communications/ Marketing</u></p> <ul style="list-style-type: none"> • Support and provide guidance to Regions around newsletters, managing social media accounts and communications as needed 	<ul style="list-style-type: none"> • Keep the Region area of the website up to date including who’s who, contact information and all planned events by informing BW of any changes

<ul style="list-style-type: none"> • Make timely updates to the Region website and issue weekly newsletter. 	<ul style="list-style-type: none"> • If Regional social media accounts exist, ensure they are monitored and used appropriately by following BW guidelines
<p><u>Regional Connections with the President and BW staff</u></p> <ul style="list-style-type: none"> • Coordinate visits to Regions by President and staff 	<ul style="list-style-type: none"> • Agree dates for Presidential visit with BW virtually or face to face and complete a Presidential visit form
<p><u>Memberships / Recruitment</u></p> <ul style="list-style-type: none"> • Supply Regions with up to date membership statistics subject to compliance with Data Protection requirements • Provide regions with a copy of the latest membership retention and recruitment strategy • Provide regions with resources to aid recruitment 	<ul style="list-style-type: none"> • Support the central recruitment strategy with regional variations where needed
<p><u>Stakeholders</u></p> <ul style="list-style-type: none"> • Provide guidance and information on how to engage external partners • Build relationships with key stakeholders (who may be members of the CIHT Partnership Network), other professional organisations, academic institutions, devolved and Local Government and Local Enterprise Partnerships to raise the profile of the work of CIHT within the region in line with the CIHT Strategic Plan. • 	<ul style="list-style-type: none"> • Continue to build relationships with local businesses, educational institutions, government and other professional bodies and keep CIHT informed of any relevant action points
<p><u>Good Practice</u></p> <ul style="list-style-type: none"> • Encourage and promote good practice through regular communications channels and networking opportunities 	<ul style="list-style-type: none"> • Share good practice with other Regions
<p><u>Training</u></p> <ul style="list-style-type: none"> • Provide training and support to enable regional officers and committee to fulfil their roles effectively 	<ul style="list-style-type: none"> • Identify training needs of Regional Officers • Commit to participating in training provided by BW
<p><u>Professional Qualifications</u></p> <ul style="list-style-type: none"> • Co-ordinate a clear process for Members working towards Professional Qualifications • Offer routes to Professional Qualifications: EngTech, IEng, CEng, CTPP • Schedule and run 2 rounds of Professional Reviews per year 	<ul style="list-style-type: none"> • Encourage Members to work towards Professional Qualifications, including mentoring where appropriate

Appendix 1

Governance_(please note detailed guidance is provided in the Handbook

BW agrees to:	Regions agree to:
<ul style="list-style-type: none"> • Provide support and guidance on all issues of governance including legal and data protection queries • Arrange a meeting of the “Regions Panel” between Regional officials and Senior Vice President 3 times a year • Arrange the appointment of one trustee each year to act as “Regions Champion” • Initiate and administer an annual Regions Health Check • Provide resources to support the AGM 	<ul style="list-style-type: none"> • Hold an Annual General Meeting by 31 May each year at which a Committee is elected with membership consisting at minimum of: <ul style="list-style-type: none"> ▪ Chair ▪ Vice Chair ▪ Honorary Treasurer ▪ Honorary Secretary ▪ Programme or Events Coordinator ▪ Region Recruitment Officer ▪ Communications Officer ▪ Young Professional Member ▪ Normally 4-15 Elected Committee Members ▪ Additional specific role titles may be added at Regional Committees’ discretion ▪ The two immediate Past Chairs, any member who is a member of the Institution’s Council and any Past President who is a member of the Region, shall be ex-officio members of the Committee. • Ensure that all Committee members are fully familiar with the Regional Officers handbook and that the detailed guidance is followed in full with particular attention to legal and data protection requirements • Each year, all Regional Committee members should sign the volunteer agreement confirming their commitment to following CIHT Policies and procedures and adherence to CIHT financial Regulations and GDPR • Hold Committee meetings at least quarterly (can be remote or face to face). The AGM should be a separate meeting but could be combined with a committee meeting on same day) • Ensure that BW has an up-to-date list of Committee members and contact details at all times.

Planning

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none">• Provide a template for the Annual Region Business plan and at least 6 months' notice of the deadlines for submission• Provide advice and support on formulating Annual Business Plans upon request	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none">• Submit an Annual Business Plan in line with the CIHT Strategic Plan in the format requested and by the date specified
--	--

Finances

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none">• Ensure that the CIHT Financial Regulations are kept up to date and provide supplementary guidance on accounting matters including VAT legislation• Provide training and advice by telephone or email for any Treasurers' queries• Provide support raising income and enabling regional payments via use of iComplete approvals system• Provide a simple proforma for formulation of annual budgets and monthly management accounts with supporting details of all income and expenditure transactions	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none">• Submit an annual budget plan for the Region, which aligns with the annual business plan, in the format requested and by the dates set each year. The budget should show at least a break-even position on the direct costs of running regional operations and provide details of the assumptions for all significant items of expenditure and income• Conduct a monthly review of management accounts and alert BW of any discrepancies or issues that need to be addressed• Submit quarterly year-end financial reforecasts by the dates set each year• Confirm and maintain a list of at least two committee members (including the Honorary Treasurer) to approve payments via the iComplete online payment system• Raise invoices by completing the sales invoice request form and returning it to accounts@ciht.org.uk• Working with BW to ensure that invoices raised are paid• Notify BW of any assets bought in the region of significant value (eg, laptops) so that they can be included on CIHT insurance policy• Ensure all activity is conducted within the approval limits and
---	--

	requirements set out in the CIHT Financial Regulations.
--	---

CPD

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Provide advice and in some certain cases where feasible, support for planning and managing events as required • Hold a Biennial Regional Officers' Conference • Provide promotional materials when possible as requested for events • Provide a template that Regions can use to support CPD events • Assist Regions in finding trainers and facilitators for technical events • Hold at least 2 webinars a year for regional event organisers • Share slides from training events held with all members • When possible, record CPD events and make available on My CIHT. • Promote the CPD learning opportunities available via CIHT Learn (our digital elearning hub) to members • Working with education, provide messaging to promote the benefits of CPD to members • Add Regional Events to the CIHT website once a website event brief form has been completed by the Region • Measure and report level of attendance at events and feedback from attendees/ participants 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Communicate events programme to BW at least annually (see below re website updates) • Deliver at least four CPD online events a year (these may include webinars and / or those delivered in partnership with other professional bodies) and three face-to-face events • Consider the geographical spread of members and rotate locations as appropriate to broaden accessibility to events and updates • Complete a website event brief form at least four weeks prior to the event taking place. This must include all of the details required to set an event up on the CIHT website ready for bookings and to market the event via emails. • Comply with the regional event charging policy • Support the promotion of the CPD learning opportunities available via CIHT Learn (our digital elearning hub) to members • Support the work of BW by promoting the benefits of CPD to members within the regions.
--	--

Communications/ Marketing

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Respond to all Communications from Regions and Members normally within 3 working days. • Arrange regular teleconferences between Regional Chairs and the Region Support Officer • Issue a fortnightly newsletter for all members 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Review the Region website at least quarterly to ensure information is up to date, and make BW aware of any amendments if needed • Send details of the Regional AGM as soon as this is arranged so that it can be publicised by BW with a minimum of 30 days' notice given for members
---	---

<ul style="list-style-type: none"> • Provide opportunities for Regions to share best practice and network • Update the website with information provided by the Region • Publicise Regional events via email to members in that region, and wider membership where appropriate • Publicise Region AGMs (subject to being provided with dates and details by the Region) • Circulate Regional newsletters via email to members • Provide promotional materials for Regional events as requested • Be the conduit between the regions and the publisher of Transportation Professional 	<ul style="list-style-type: none"> • Adhere to CIHT brand guidelines ensuring that CIHT templates are used for all documents where appropriate • Submit news, good practice tips, event reviews / activity to CIHT for inclusion in various e-newsletters and Transportation Professional • If Regional social media accounts exist, ensure they are monitored and used appropriately by following BW guidelines • Provide BW with items for inclusion in a regional email no later than the Friday before circulation the following Thursday
---	---

Regional Connections with the President and BW staff

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Coordinate an Annual Programme of Presidential visits to the Regions • Provide at least one webinar or face to face event with the President each year • Ensure that a staff member is available to attend at least one Regional Committee meeting a year in each Region • Hold three Regional Chairs' meetings annually with the CEO 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Plan an annual Presidential visit to the Region (to include meetings with Young Professionals and industry leaders where possible) • Assist BW in arranging suitable venues and publicity for Presidential and staff visits
---	---

Memberships and Recruitment

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Provide up to date Membership statistics to Regional Committees subject to Data Protection Code at least quarterly • Continue to pilot and pursue opportunities to attract new members • Regularly profile active members in newsletters and Transportation Professional magazine and issue certificates of merit as recognition 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Consider strategies for attracting and recruiting members (further guidance in the handbook) • Ensure that recruitment aims are included in the annual business plan • Put forward suitable members for certificates of merit • Act as ambassadors for CIHT
---	---

<ul style="list-style-type: none"> • Provide advice and support to develop Regional Recruitment Strategies • Run Region Recruitment Officer webinars once a year • Provide mentor training where appropriate 	
---	--

Stakeholders

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Provide guidance on building external partnerships (with other professional bodies, educational bodies, Local Government, Local Enterprise Partnerships, Strategic Partners and local businesses) • Celebrate and share examples of successful partnerships and good practice • Support Regions upon request in identifying potential sponsors/speakers for activities and on structuring sponsorship arrangements • Build relationships with key stakeholders (who may be members of the CIHT Partnership Network), other professional organisations, academic institutions, devolved and Local Government and Local Enterprise Partnerships to raise the profile of the work of CIHT within the region in line with the CIHT Strategic Plan. 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Continue to build relationships with local businesses, Local Enterprise Partnerships, educational institutions, government and other professional bodies and keep CIHT informed of any relevant action points
--	--

Good Practice

<p><u>BW Agrees to:</u></p> <ul style="list-style-type: none"> • Include case studies of good practice in communications to members' which may include ideas from other organisations and professions 	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Share details of new initiatives/case studies with other Regions either directly or by contributing content to CIHT Connect • Take an active role in the Biennial Regional Officers' Conference
---	---

Professional Qualifications

<p><u>BW Agrees to:</u></p>	<p><u>Regions agree to:</u></p> <ul style="list-style-type: none"> • Encourage Members to provide support and volunteer as Mentors to
------------------------------------	---

<ul style="list-style-type: none"> • Offer routes to Professional Qualifications: EngTech, IEng, CEng, CTPP • Schedule and run 2 rounds of Professional Reviews per year • Assist with online applications and ensure that regions have access to the latest professional development framework • Support members with guidance on routes to professional qualifications 	<p>those working towards Professional Qualifications</p> <ul style="list-style-type: none"> • Provide signposting to guidance on routes to professional qualifications to members with regional communications
--	---

Appendix 2 – Annual Timeline

Month	Output
January	<ul style="list-style-type: none"> • Check website is up-to-date • Confirm final accounts for prior calendar year and ensure all income and expenditure related to new year is identified and reported to CIHT so might be carried forward to new year accounts.
February	<ul style="list-style-type: none"> • Confirm that review of the Annual Events programme has commenced
March	<ul style="list-style-type: none"> • Quarterly status update with regions and REO
April	<ul style="list-style-type: none"> • Check website is up-to-date Provide Q1 financial Reforecast by month end • Advertise AGM details
May	<ul style="list-style-type: none"> • AGM held in each Region by 31 May
June	<ul style="list-style-type: none"> • New Regional Committee established • Annual Programme of Events submitted to Membership team • Business Plan update submitted to Membership team • Submit an Annual Recruitment Plan to the Membership team
July	<ul style="list-style-type: none"> • Check website is up-to-date • Provide Q2 year end financial financial reforecasts by month end • Quarterly status update with regions and REO
August	
September	<ul style="list-style-type: none"> • Annual Business plan submitted for following year • Regional budget submitted showing at least a break even position for the following calendar year (Jan to Dec)
October	<ul style="list-style-type: none"> • Check website is up-to-date • Provide Q3 year end financial reforecasts by month end • Participate in Annual Health Check • Quarterly status update with regions and REO
November	<ul style="list-style-type: none"> • Budget confirmed to regions
December	

*Annual Presidential Visit – to take place on dates based on Regional request subject to President's availability. Further guidance is to be issued on how to make arrangements for the President's visits but in the meantime requests can be made as before. Regions are asked to provide as much notice as possible.