

MINUTE OF EXECUTIVE COMMITTEE MEETING

1 November 2017

Present:	Louis Taylor	Attending:	Gwen Williams
	(Chair) Bhaskar		Elizabeth Fitzpatrick (item 3)
	Dasgupta Cameron		Mark Gray (item 3)
	Fox		Andy Blacksell (item 4)
	David Havelock		Emmanuel Facques (item 4)
	Shane Lynch		Tony Haberfield (item 4)
			Kristian Hibberd (item 6)
			Elena Otreshko (item 6)

Apologies:

Davinder Mann
Gordon Welsh

Secretary:

David Underwood

1 Review of Minutes, Actions

- 1.1 The minutes and actions of the previous meeting of 18 and 19 October were reviewed and approved with comments and suggestions.

2 DIT and General Update

- 2.1 Louis Taylor updated the committee on the recent DIT Leadership conference, and some changes to the sub-committees of the DIT Executive Committee. UKEF would provide one nominee for each of the sub-committees.

3 Salesforce Business Case

- 3.1 Due to the size of the expenditure associated with the next phase of the project, EC considered the business case to develop salesforce as UKEF's customer

relationship management tool. EC raised concerns in respect of the governance of the project and the interface between the system DataHub, being developed in DIT.

- 3.2 EC requested a report into why two separate systems had been developed for salesforce and with details of why this had happened.
- 3.3 EC agreed that the proposals in the business case could go ahead, and agreed that EC members would lead by example in using the system.

4 Project Workstream Business Case

- 4.1 EC examined the budgetary requirements for the programme and agreed the recommendations in the paper in principle, with some additional suggestions.

5 Accommodation Update

- 5.1 EC discussed solutions for the effective use of extra seats available in the 100PS end of the building.
- 5.2 EC agreed that appropriate smaller teams would be identified for relocation to the new area, rather than a general overflow or drop-in arrangement.

6 DIT Shared Intranet

- 6.1 EC discussed updating the intranet and aligning it under the DIT homepage, and examined the key issues of potential loss of control of content, loss of identity of UKEF and confusion for staff.
- 6.2 EC agreed with the proposal, and requested that the team working on the project ensure that the proposal works for UKEF as a department strategically and operationally aligned with DIT. EC requested clear signposting of and to UKEF content, including a prominent link at the top of the DIT homepage for access to UKEF content.

7 A.O.B

7.1 EC discussed the development of an Email Charter and agreed to develop the idea further.

David Underwood

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING

15 November 2017

Present:	Louis Taylor (Chair) David Havelock Shane Lynch Gordon Welsh	Attending:	Helen Meekings (item 2 & 3) Gabriela Morato (item 2 & 3) Ildiko Almasi (item 2) Steve Cox (item 2) Sharleene Bibbings (item 3) Jessica Odigie (item 3)
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Apologies:

Bhaskar Dasgupta
Cameron Fox
Davinder Mann

Secretary:

David Underwood

1 Review of Minutes. Actions

- 1.1 The minutes and actions of the previous meeting of 1 November were reviewed and approved.

2 Trade and Gender Strategy Plan

- 2.1 EC considered the DIT Trade and Gender Mainstreaming Initiative, of which UKEF is an integral part, aimed at expanding women's access to trade and contributing to long-term gains through improved trade performance and competitiveness.
- 2.2 UKEF will continue to focus on gender in export finance, aimed at improving access to UKEF's services for women-led businesses, resulting in a more enabling environment for exporters and creating a more diverse client base.

- 2.3 EC members fully supported the work being done, and undertook to participate in workshops. EC requested that the team return to EC if resource requirements are identified.
- 2.4 EC noted the forward action plan in advance of a UK lead Summit in April and agreed that the strategy be applied in respect of the UKEF customer conference in 2018.

3 Gender Network Update

- 3.1 Representatives from the UKEF internal Gender Network provided EC with an overview the group's first year. EC welcomed the successful initiatives which had been implemented in the year, and noted the well-attended events which had taken place.
- 3.2 EC noted that the group had successfully taken ownership of the issue from EC and the work was now being led by staff from across all areas and grades in UKEF.
- 3.3 EC asked that the Network work to identify staff members skill sets and blockers that they felt could affect career development.

David Underwood
Chief Executive's Office