

ICMCI Hubs

Objectives:

- Foster cooperative actions within and between members of ICMCI in the region (IMCs).
 - To sustain the objectives of the annual hub meeting year round.
 - To have sustainable relationship with ICMCI at a regional level.
 - A hub has the status of a working group within the ICMCI.
 - To have sustainable relationships within regional stakeholders.
 - To identify and source corporate sustainable members within the region.
 - To identify potential candidates for ICMCI membership.
 - To foster the skill set of leadership for succession within Board in conjunction with NSPC.
- Not to be confused with special interest groups of IMCs.

Selection of Hub chairs:

1. Candidates should be recruited on the basis of their commitment to implement the objectives of the hub.
2. Candidates should be proposed by the hub to Board for endorsement.
3. Hub Chairs are potential candidates for Board and will be groomed for future positions consideration.
4. Hub chair should agree to attend conference and congress/meetings during their terms, and are encouraged to attend other hub meetings.
5. Hub Chairs are appointed for a 2 year term at the same time as the ICMCI elections, and are eligible for one additional term.
6. Chairs are accountable to the Members (IMCs) within their hub to fulfill their duties.
7. Hubs will operate within defined terms of reference based on the standard ToR documents used by ICMCI working committees.

Annual Hub Meetings

Objectives:

- To congregate members ideally face to face within their region – especially those who may not be able to afford to attend the Congress meetings.
- To educate and assist IMCs to be better – sharing best practices, new systems and methodologies, etc.
- To educate hub members with updates regarding the ICMCI activities that would impact their day to day operations.
- To discuss regional and local issues not so relevant on the global scale.
- To identify and target attendees from non-member IMCs/countries in the region.
- To recruit new country members.

- To induct Delegates to fulfill their role according to ICMCI procedures.
- To induct IMC Board members to fulfill their role according to Hub expectations.
- To induct IMC CEO's and provide knowledge of expectations of involvement with ICMCI.
- To have Board attend and be known and active with all local members as well as to support hub chairs when needed.

General Notes:

- Hub meeting dates are established in consultation with HUB IMCs and ICMCI.
- Hub Meetings are chaired by the Hub Chair and co-coordinated between the Hub Chair and the host Country IMC.
- Hub Meetings should be held over 2 half days allowing for an overnight stay and social event in the evening, and possibly a post Hub meeting half day tour.
- Host countries may briefly highlight their local offering and business opportunities but not at the cost of the value to IMCs gaining valuable tools to assist their institutes.
- The meeting is not for Board to takeover and use as a tool for feedback – one session may be allowed for this purpose providing the agenda and outcomes required are clear.
- Additional functions maybe added on to the Hub either at the start or day before where by business and trade introductions can be made – such as consultant meet consultant meet industry, however this should not be done during the Hub meetings.

Ideally the logistics should be such that:

- A major international airport is within one hour of the Hub meeting venue.
- The meetings should ideally be held in one venue and all hotels should be within 5-10 minutes walking/shuttle distance.
- Shuttles should be provided where walking is not practical or safe.
- Country venues must have a stable local political and social environment
- Hotels offered should have a variety of rates allowing for countries who have low levels of affordability.
- Attendance fee of ICMCI Board members to the meeting is waived considering the many hub meetings they would participate in during their term.
- Pricing to be consistent with the previous region hub meeting.
- Hub meetings are open to all Delegates from IMCs around the globe.

**Document prepared by ICMCI Governance Committee
Presented to Trustees in the 2014 Annual Meeting, Seoul - Korea**

Important Notes: document amended to reflect the following:

1. ExCom is changed to Board as per the new governance approved since.
2. Trustees is changed to Delegates as per the new governance approved since.
3. Address of ICMCI on letter head changed to new address starting 2017.

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