

## Board of Management Development Committee

<b>Date of Meeting</b>	<b>Monday 5 June 2017</b>
<b>Paper No.</b>	<b>DC3-G</b>
<b>Agenda Item</b>	<b>9</b>
<b>Subject of Paper</b>	<b>International Travel Costs v Benefits Update</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Roy Gardner</b>
<b>Date of production</b>	<b>May 2017</b>
<b>Action</b>	<b>For Noting</b>

**Linked to Strategic Priorities 1,3,4,5 & 7**

### **1. Recommendations**

- To note the International travel undertaken by staff during the period and the benefits associated with this type of activity.

## **2. Purpose of report**

The purpose of this report is to provide the Board of Management with an update on International Travel undertaken by college staff for the purposes of Corporate Development and maintaining overseas partnerships between August 2016 and June 2017. There are four main types of travel that take place throughout the academic year. These include;

- 1: International travel (including Worldskills) to partner institutions that include business development trips.
- 2: Trade missions
- 3: Staff & Student exchange and study visits to European partner institutions (match funded by Erasmus)
- 4: Attendance and/or participation at relevant conferences and exhibitions

Please note that this paper does not detail ALL travel undertaken by staff and students.

## **3. Context**

The City of Glasgow College is one of the largest colleges in the UK engaged in International activity. Our unique curriculum within the areas of Nautical and Marine Engineering has helped the college position itself as one of the leading institutions engaged in training for the Merchant Navy. Every year there are over 1000 enrolments onto various programmes and short courses, generating in excess of £2,000,000 per annum.

In addition to the student led activity the college has also been successful in tendering and securing a wide range of commercial projects both in Europe and beyond. Securing these projects require reciprocal travel to various European destinations and institutional visits. It is expected that this type of activity will increase in the future as the college has ambition to significantly increase non – government revenue.

The college also has in place approximately 85 partnerships which provide many wide ranging benefits the additional revenue it generates. The overall positioning and enhanced reputational benefits to the college are demonstrable. Through our European Erasmus activities staff benefit in experiencing new pedagogical delivery models, teaching methods and sharing best practice across both academic & support areas.

Furthermore, the experiences of these staff can ensure we provide and promote a high quality, global learning experience, one which focuses on achieving excellence through innovation.

For students, experiences of international mobility can contribute greatly to their experience at college and these experiences also support our aim of creating 21st century graduates ready for the labour market, to live in and contribute responsibly to a global society.

The table below details the trips & visits over the period.

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
16/08/2016 – 21/08/2016	USA, New York	Paul Little Roy Gardner	Guest speaker at SUNY Maritime University Convocation	13/08/2016	13/08/2016	£3125.30	N/A
15/09/2016 - 17/09/16	France	Nicola Crawford Angus Ferguson	IAMI Directors Meeting & Bluewater Superyacht Meeting	12/09/2016	13/09/2016	£815.00	N/A
12/10/16 - 23/10/16	Mumbai, Chennai	Nicola Crawford Dleep Fotedar	To meet with business partners at Indian Nautical Institutes	14/09/2016	18/09/2016	£2,694.26	82 STUDENTS RECRUITED 2016 - £426,505
28/09/16 - 30/09/16	Milan, Italy	George McVerry Gillian Plunkett Carla Gethin Douglas Dickson Paul Little	EFQM Forum 2016	27/09/2016	27/09/2016	£1,338.18	N/A
25/09/16 - 01/10/16	China (ZJTIE)	Roy Gardner Marion McNab	Visit partner institution in Hangzhou. Discuss new curricular areas for teacher training. Deliver lecture and presentation to new students. Visit new partner in Zhoushan. Sign general cooperation agreement with	22/09/2016	22/09/2016	£1,099	N/A

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
			Zhoushan International Maritime College (ZIMC).				
16/10/16 - 20/10/16	Pakistan (MTI)	Khurram Arbab	Interview of students, staff and carryout the Pre Delivery Internal Verification, to conduct lesson observations and CPD to MTI staff	11/10/2016	14/10/2016	£811.72	6 STUDENTS - £30, 102
16/10/16 - 20/10/16	Pakistan (MTI)	Ghayoor Abbas	HND (ME) Quality Assurance Visit 1 (2016/17)	14/10/2016	14/10/2016	£811.72	7 STUDENTS - £45,213
15/11/16 - 26/11/16	Vietnam	Christine Palmer	Business trip to follow up leads with the Ministry of Health Vietnam and English Agents Fair	16/11/2016	13/11/201 6	£1,862.08	N/A
19/11/16 - 25/11/16	Dubai, Abu Dhabi, UAE	Stuart McDowall Andy Pollock	Follow up with Business Associate Simon Wallace to develop leads generated by Simon - including Higher Colleges of Technology, Al Khawarizmi International College, Knowledge and Human Development Authority, Al Nabooda Construction Group, Al Futtaim Carillion Group, CIOB	14/11/2016	14/11/2016	£2,582	N/A

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
01/12/16 – 04/12/16	Sweden, Gothenburg	Paul Little Roy Gardner Margaret Darroch	To attend the 2016 Gothenburg Euroskills Competition	18/11/2016	19/11/2016	£869.85	N/A
15-01/17 - 20/01/17	Singapore	Stuart McDowall Carla Gethin Willie McCurrach Amanda Davis	Undertaking a pre- verification visit to MDIS to assess their ability to deliver a variety of NC, HNC & HND Programmes	09/01/2017	09/01/2017	£5,402.76	£18,000.00
05/02/2017 - 07/02/17	Poland	Alison Bell Elspeth McCallum	Meeting with potential commercial partner Wojtek Rogulski director of Hairdressing Salon and training schools on proposal for COGC to facilitate Polish Partners in providing training of their trainees / students.	02/02/2017	06/02/2017	£375.94	N/A
07/2/17 - 19/2/17	Sri Lanka, India	Dleep Fotedar Nicola Crawford	Business meeting with CINEC College, Sri Lanka, Quality / Academic Visit to Indian Partner Institutes	03/02/2017	06/02/2017	£4,184	N/A
11/2/17 - 19/2/17	UAE, India	Mervyn Adams Matthew Stewart	Academic & International Compliance visit to Indian Partner Institute - Exams, implementing timeline for visa process. Visit to British High Commission	06/02/2017	06/02/2017	£2,989.46	N/A

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
27/02/17 - 02/03/2017	Pakistan	Khurram Arbab	COGC staff to conduct interviews, lesson observations and assessments	13/02/2017	11/02/2017	£582.58	
04/03/17 - 09/03/2017	Malta	Ghayoor Abbas Angus Fergusson	Transas Global Conference	03/03/2017	03/03/2017	£547.24	N/A
21/03/2017 - 24/03/2017	France	John Sweeney Carol Murray Ghayoor Abbas	Seenergy Wind and tidal conference we are part of the Energy Skills partnership joint Scottish/Norwegian delegation.	16/03/2017	16/03/2017	£575	
26/03/2017 - 30/03/2017	Singapore	Carla Gethin Willie McCurrach Gary MacLean	Official Launch of MDIS Kitchen, Chef, Student & Journalist Cooking Competitions. Meetings to discuss Healthcare and Mapping to NC Health & Social Care qualifications.	16/03/2017	16/03/2017	£4,028.70	N/A
19/04/2017 - 03/05/2017	Latvia	Alison Bell	The Erasmus Mungo Mobility Project	to be signed, form passed to Stuart McDowall		£17,315.00	N/A
09/04/2017 - 22/04/2017	Germany	Linzi Shearer	Construction work and cultural visits to Berlin and Dresden	to be signed, form passed to Stuart		£15,478.56	N/A

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
				McDowall			
05/04/2017 - 12/04/2017	USA	Roy Gardner Paul Little Gary MacLean	Meet Administration from John Jay Criminal Justice College and the CEO & Founder of CWA (Cybersecurity Workforce Alliance), Participate in the Tartan Day Parade, Meet American Scottish Foundation Members, Attend Ministerial events around Scotland week celebrations. Host inaugural COGC fundraising dinner.	22/03/2017	31/03/2017	£6,900.00	N/A
22/04/2017 - 30/04/2017	Australia	Roy Gardner Paul Little	Visit to The Department of Defence of the Australian Government	05/04/2017	06/04/2017	£3,620	TBC
03/04/2017 - 04/04/2017	Belgium	Liz Taylor	EFQM Board Meeting – Principal Little is a Board Member	15/03/2017	16/03/2017	£540.00	N/A
23/04/2017 - 14/05/2017	Italy	Rachid Senouci	Erasmus, staff mobility, job shadowing at	21/04/2017		£2,756.90	N/A
28/04/2017 - 13/05/2017	Germany	Margaret Aitken	Erasmus funded German course at Goethe - Institute Schwabisch Hall. Course is	25/04/2017	26/04/2017	£256.71 and 1166.85	N/A

Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
			CPD for languages lecture			Euro	
07/05/2017 - 12/05/2017	France	Christine Palmer	EN3 Conference Teacher Training and English language consultation	02/05/2017		£2,855.28	N/A
10/05/2017 - 14/05/2017	Italy	Eddie Carr	Attending exhibition, scoping and liaison visit as partner organisation of Scotland + Venice Learning Programme	25/04/2017	05/05/2017	£2,879.25	N/A
22/05/2017 - 25/05/2017	Pakistan	Khurram Arbab Abdul Maroof Bhatti	To conduct GU1 exams and interview students. To carry out the interval verification. To conduct lesson observations and CPD of MTI staff.	02/05/2017	02/05/2017	£1,126.38	N/A
25/5/17 - 1/6/17	Tenerife	Kenny McMillan Caroline Stevenson Alan Cowan Moore	Study Visit for NC International Travel - Integrated with resort representation unit. This is a mandatory unit in the SQA Group Award	25/05/2017	01/06/2017	£20,748	
23/5/17 - 5/6/17	India	Nicola Crawford Dleep Fotedar Matthew Stewart	Graded Unit Exams, Business Meetings	23/05/2017	23/05/2017	£2301	



Dates from - to	Country Institute of visit	Staff Name(s)	Purpose – Verification on Partner visit	Date Risk Assessment Completed	Date BIDD Approved	Cost of Travel/Visit	Conversion Rate
28/5/17 - 21/06/17	China (ZJTIE)	George McVerry Ranjith Sankara Deborah Fagan Colin McIntyre (SKY)	Delivery of the Certificate in Supply Chain Logistics as agreed under our Joint Porogramme agreement with ZJTIE	25/05/2017	25/05/2017	£6,411.36*	£31,319

\*Costs recovered from partner institution.

#### **4. Impact and implications**

4.1 The effective management and control of risks is essential to the on-going stability and future growth of the Colleges international activity.

4.2 The Colleges stated strategic priority to “Maintain our long-term financial stability” can be greatly enhanced by further developments on the international stage and should be considered at each stage.

4.3 Engaging students and staff in international activities including inbound & outbound exchanges and mobility’s can also support our strategic priorities to “Engage and inspire all our students with world-class learning and teaching” and “With a high performance focus, be the best we can be in the way we operate and work together.”

4.4 Geographical regional and national considerations are included in the process of risk management, and are reflected in the risk and travel documentation.