

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

To: IIMC Members  
From: Tom van der Hoven  
IIMC International Development Consultant  
Date: September 1, 2021  
Subject: Invitation International Zoom Panel Discussions

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Dear IIMC member,

You will have heard of the virtual facilitated panel discussions via Zoom which we held in 2020 with colleagues from across the world. That was an exciting opportunity to explore a topic of mutual interest with fellow members from across the world. The topics were “The Challenges of Remote Working” and “The Challenges faced, or that could be faced, in Hosting Hybrid Meetings”. There was keen interest in these discussions and the feedback, following the sessions, very positive.

Two further topics were identified that could be of interest to you and these first round of discussions took place in September. The first topic we explored was on **“Bullying in the Workplace”** and the second on **“Your Resilience/Wellbeing”** which should be a concern for many during these difficult times.

Sessions will be limited to a maximum of 20 participants in 4 breakout rooms – in other words 5 per discussion group. Seats will be available on a first come basis.

The next and final session on the topic of **“Bullying in the workplace”** will be held on 20<sup>th</sup> October 2021 at 5.00pm London time. Duration is expected to be about an hour.

Here are some of the questions that could come up in those discussions:

- Is there a common understanding of what constitutes bullying?
- Bullying or harassment - is there a difference?
- Is it bullying by colleagues, members, public?
- How does it happen? Face-to-face, social media, etc?
- How does it make you feel?
- How to deal with bullying?
- What can you do?
- How and where to raise the issue?
- Should you keep a diary of incidents in order to build up a case?

The next and final session on the topic of **“Your Resilience/Wellbeing”** will be held on Wednesday 27<sup>th</sup> October 2021 at 5.00pm London time. alternate week starting 27 October 2021.

The global pandemic has certainly impacted on all of us! Whether it is the fact that people have lost loved ones, concerns about own health, had to work from home or not being able to meet with family or friends. You might have experienced feeling overwhelmed, unmotivated, lack of concentration or whatever. As we start to return to some normality in life some of these issues may remain. And the issue of people

recovering from the last 15 months and dealing with a changed work environment is increasing in focus.

It is important that we are aware of our own wellbeing and what we can do to improve that. Evidence suggests there are 5 steps you can take to improve your mental health and wellbeing. Trying these things could help you feel more positive and able to get the most out of life. And they are:

- Connecting with other people.
- Being physically active.
- Learning new skills.
- Giving to others.
- Mindfulness – paying attention to the present moment.

Key to this session will be listening to peoples' experiences about how they are coping (or not) and exploring what you could do or should not do. Further information on this will be shared with participants before each session.

To encourage wide international representation in the discussion and, as far as it would be possible, I will aim to allocate seats to participants from different countries/regions in every discussion as far as is possible. Seats will be allocated in the order in which people register.

You are hereby invited to register. There is **no cost** to register and participate in these sessions. As seats are limited you should register as soon as possible! The deadline to register for both topics/ sessions) is Friday 14 October 2021 at 5.00 pm London time. Please note that the discussion and plenary feedback will be recorded **but only** made available to that group's participants.

To register please send an email to Tom van der Hoven, our International Development Consultant, at [imeet@iimc.com](mailto:imeet@iimc.com) with the following detail:

- In the subject heading the words "Zoom Registration" together with:
  - In the case of North America or Canada – your region -e.g. Region 1, 2 or 10 for instance;
  - In the case of Region XI – your association or institute name – e.g. ADSO, SLCC, etc.
- In the body of the email include your name, your local authority and your position/post as well as the date of the topic/session you would like to attend.

Due to the large number of applications that could potentially be received only those who are successful in being allocated a seat will be contacted. Hence, if you have not heard back from Tom by Wednesday 17 October 2021 you should assume that you have been unsuccessful this time.

This is an exciting opportunity which will benefit all members. Please do participate!

If you have any questions, then please feel free to contact me, Tom van der Hoven, IIMC International Development Consultant, at [imeet@iimc.com](mailto:imeet@iimc.com)

Remember, do not delay and register your interest as soon as possible but no later than the deadline.

Tom van der Hoven

IIMC International Development Consultant

Telephone no. +441672521059

Mobile no. +44 7595172345