

Women in the Chartered Institute of Logistics and Transport

WiLAT Forum Guidelines



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6. The Foundation of WiLAT

The first women group in the Chartered Institute of Logistics and Transport (CILT) was founded by Aisha Ibrahim of the Institute in Nigeria in 2010. It became a formal Forum of the Institute in 2013 when Women in the Chartered Institute of Logistics and Transport was launched globally at the Institute’s annual convention on 3rd June 2013 in Sri Lanka. Aisha Ibrahim was nominated as the Global Convenor and the convention adopted the formal name “Women in Logistics and Transport” and “WiLAT” as the abbreviation. The connotative WiLAT logo was designed by Dr Dorothy Chan and female supporters in Hong Kong using the initial of “W”. There were WiLATs in twelve (12) countries in 2013. And by 2022, it has grown to thirty- four (34) countries.

WiLAT is a Forum within CILT, and this guideline document sits under the protocols for Fora described in Forum Protocol Document issued in November 2017.

1. Vision and Mission

Vision: To be the most sought-after forum for advocacy, professionalism, and empowerment of women in Supply Chain, Logistics and Transport.

Mission: To promote the status of women in Supply Chain, Logistics and Transport, to bring together those who support talent and career development of women and to provide a support network, capacity building and mentoring opportunities for women in the sector.

Our Logo: The initial letter of “W” for women is replicated as a flying bird to signify that woman are flexible, industrious, holistic, strategic, and elegant. Birds are usually gregarious and work in teams which is also the core value in our logistics and transport world.



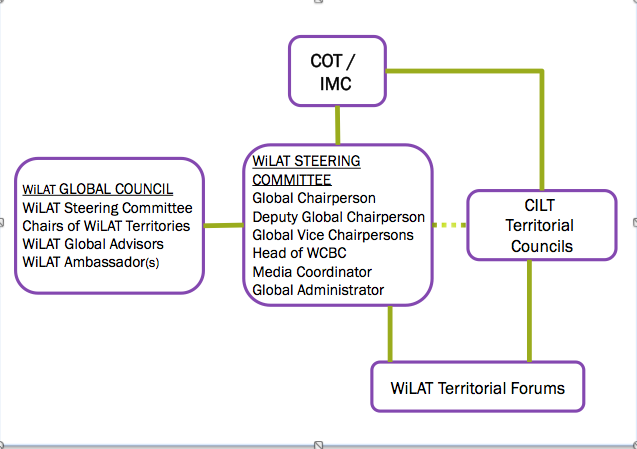
1. Introduction

This document sets out the guidelines on the structure and operation of Women in Logistics and Transport (WiLAT). It is in two sections. The first section covers the global meetings and organization, and the second section covers the Territorial WiLAT chapters.

[These operation guidelines were agreed by the Council of Trustees (COT) in May 2018 and with final amendment then agreed by the COT in September 2018. Changes or variations should be agreed by the WiLAT Steering Committee (WSC) and the COT. These operation guidelines follow the CILT Forum Protocol accepted by the COT for all Fora dated 4th November 2017. As WiLAT developed, these operation guidelines were updated in July 2022 to reflect the latest of the Forum.

Section I

1. Governance
   1. Women in Logistics and Transport in different Territories meet once a year at the CILT International Convention. To facilitate the annual meeting and to provide the platform for cross-fertilization, the institute has established a WiLAT Steering Committee, which reports to the Council of Trustees and the International Management Committee (IMC). The structure of the WiLAT governance is:



Note: of the Global Vice Chairpersons (GVC), one (1) of them is Vice Chairperson of External Relations and Publications and other would represent the nine (9) designated regions: North & West Africa, South & East Africa, South Asia, Southeast Asia, East Asia, Central Asia, Indian Ocean Islands (IOI), Middle East and Australasia.

* 1. WiLAT Global Council (WGC)

The meeting of the Global Council is called by the Global Chairperson and will comprise WSC, the Chairs of the Territory WiLATs, the WiLAT Global Advisor(s) and the Ambassadors. The Global Chairperson will present a yearly statement of progress to the Global Council at the annual international convention. The

objectives of the Global Council are to facilitate exchanges among Territorial WiLATs and for the WiLAT Steering Committee to report back to Territorial WiLATs on global activities and to seek endorsement on future plans. The WGC shall meet twice a year and at least annually at the international convention.

* 1. WiLAT Steering Committee (WSC)

There is a WiLAT Steering Committee that provides advice to all the Territory WiLAT Committees on strategy and development. It is also responsible for setting the agenda for the WiLAT Global Council meeting.

The WSC will be formed comprising the WiLAT Global Chairperson, Deputy Global Chairperson, Global Vice Chairpersons, Head of WiLAT Capacity Building Centre (WCBC), Media Coordinator and Global Administrator. The number of members in WSC is to be reviewed on annual basis. WSC shall meet every three (3) months and more frequently as needed and take an active role to connect WiLAT to key / critical contacts for the development of WiLAT. The WiLAT Global Advisors and Ambassadors can be invited to join meetings of the WSC.

WSC will propose the WiLAT strategy to the IMC / COT and prepare quarterly reports.

* 1. Objectives of WiLAT Steering Committee
     + To support CILT to promote women in supply chain, logistics and transport.
     + To encourage empowerment of women in supply chain, logistics and transport.
     + To organise activities and sharing session to pursue women’s development.
     + To provide direction to the WiLAT Territories
     + To promote awareness and visibility of WiLAT activities
     + To facilitate the formation of WiLAT territories in collaboration with other related groups, which share the same objectives.
     + To develop programs to help building capacity of women in our industry.
     + To undertake any other function to enhance the status of women in supply chain, logistics and transport industry.
     + To raise funds to support WiLAT activities.
     + Where WiLAT exists in a Territory with no local CILT, WiLAT will assist the CILT secretary General and IVP to form a local CILT Branch.
  2. WiLAT Steering Committee Quorum

There should not be less than five (5) persons at a WSC meeting.

* 1. Roles of WiLAT Steering Committee Members
     1. Global Chairperson

The Global Chairperson provides advice to WSC on the growth and development of WiLAT internationally, participating in the Territorial WiLAT

activities and coordinating the annual WILAT Global Council Meeting. She chairs the WSC and WGC and is responsible to present the yearly statement of progress to WGC and IMC.

WiLAT Global Chairperson serves as an Advisor to the COT and member of IMC to report and reflect the progress and achievement of WiLAT, in addition to the strategic development of the Forum.

* + 1. Global Advisors

Global Advisors are to be appointed by WSC for a term of three years. They provide advice to the WSC on the growth and development of WiLAT internationally and promote the interest of women in supply chain, logistics and transport industry. They should endeavour to attend WiLAT Global Council and WSC meetings.

* + 1. Deputy Global Chairperson

The Deputy Global Chairperson is a member of the WSC and oversees key areas of WiLAT’s growth and performance. She also assists the Global Chairperson in setting the agenda for WSC and WGC meetings. Manages the WiLAT Global Secretariat activities. Promote the brand of WiLAT in the industry to create awareness and source for funding and support from major industry players and organizations. Funding and support sourced are for the use of WiLAT activities. She regularly reports to the Committee on the progress and opportunities identified.

The Deputy Global Chairperson is a member of IMC to support the Global Chairperson’s reports and discussions.

* + 1. Global Vice Chairperson of External Relations and Publication

The Global Vice Chairperson of External Relations and Publication is a member of the WSC. Her responsibilities are to develop external links and produce WiLAT annual report. Provide support to newly formed WiLAT Chapters. Collaborate with other Fora in CILT such as Next Generation (NG), International Business Forum (IBF) etc.

* + 1. Global Vice Chairpersons of Regional Leadership

Global Vice Chairpersons are responsible for the respective regions, and they are members of the WSC. Their responsibilities are to propose and develop links in their regions with women groups, which may be interested in establishing WiLAT. Develop local committees and ensure they integrate with the local CILT Territorial Organization and with the WiLAT organization. Vice Chairpersons shall recruit members to support their respective functions through a functional committee and they are encouraged to provide opportunities to the Next Generation whenever

feasible. They are also responsible for organizing the regional meetings with respective WiLAT Territory Chairpersons by preparing the agenda and chairing the meeting. Propose activities along the four strategic thrusts: Empowerment, Entrepreneurship, Mentorship and Leadership.

* + 1. Head of WiLAT Capacity Building Centre (WCBC)

Head of WCBC is a member of the WSC. The main responsibility is to lead the development of learning programmes and drive participations of global WiLAT members to build capacity of women in the supply chain logistics and transport industry.

The Head of WCBC is a member of the IMC and International Education and Standard Committee (IESC) to ensure alignment of the learning programs within CILT internationally.

* + 1. Global Media Coordinator

Global Media Coordinator is a member of the WSC. She is responsible for implementing the public relations and branding strategy of WiLAT Global, management of social media, production of newsletter “Wings of Change” (WoC) and any other publications for global distribution.

* + 1. Global Administrator

Global Administrator (GA) assists with the activities of the global secretariat. The GA works closely with the Deputy Global Chairperson.

Members of WSC and WGC shall as far as possible be elites from the supply chain, logistics and transport industries or government policy makers or young professionals. They should be Chartered member of CILT or above.

* 1. Tenure

The tenure of WSC members is three years and they can be re-elected for a further term of three years or extended for a further period of not more than three years if the situation requires. The Global Chairperson may be identified among WSC members or WSC members can agree to nominate outstanding leaders (man or woman) to be the next WiLAT Global Chairperson. Each region can nominate the candidate to be a potential successor through their regional Vice Chairperson after going through their own democratic process.

The Global Chairperson will announce her successor (after consultation and approval from the COT) in the final year of her term to ensure smooth transition).

The first Global Convener Aisha Ibrahim, who founded the idea of WiLAT shall have an honorary ex-officio emeritus seat in WSC.

Co-option of WSC members is permitted: no more than two persons should be co-opted at any one time and their term of co-option shall not exceed two years.

The period of term for the first WiLAT Global Chairperson shall be four (4) years to help with the formation of WiLAT. It is expected that there will be a succession plan and the new Chairperson shall serve for a period of three (3) years.

Local Forum committees have the same three (3) year tenure.

* 1. Global Ambassadors

WSC can nominate a person of significant contribution to supply chain, logistics and transport as a WiLAT Ambassador. Their nomination needs to be approved by COT and they will be awarded a certificate signed by the CILT President. They can hold that role for a period of two (2) years at which time the honour can be renewed.

* 1. Funding for WiLAT

Should WSC wish to collect monies from Corporate (or individual) sponsorship, CILT Countries or CILT Members then,

* + 1. It should gain the authority of CILT to do so through the IMC / COT
    2. The money must be held in a separate deposit account in a regulated retail bank managed by WiLAT and audited by the CILT Territorial Organization providing the administration of the WSC, in this case currently with CILT Singapore.
    3. That proper accounts of the collection and use of the money must be kept and presented by CILT Singapore, or the approved country to WSC members, and the CILT International Audit Committee on a bi-annual (every six (6) months) basis. The bank account statement should be presented to WiLAT meeting in ICM of CILT on an annual basis.
    4. Should the money on account exceed 18 months' budgeted expenditure

at any time then the excess money then the CILT Audit Committee may

request its transfer to CILT International.

* + 1. Should there be a call for the use of the transferred money at a later date then cash for an agreed business case will be returned should the Institute have the free cash to do so.
    2. WCBC generated income would be management in the same manner as in 4.9.2.
    3. Refer to Section II Point 6 for WiLAT Territories Financial Management.

Section II

1. The Formation of Territorial WiLAT Forum

This section provides a description on the formation of Territorial WiLAT Forum. (The term “Territorial” or “Territory” in this document applies to both Territories and Branches). These are guidelines but where local legislature conflicts with these, then the application of these guidelines should be modified accordingly and agreed at Council level. Further, local WiLATs and Councils may introduce variations to suit local circumstances as they are closer to local operations, rules and practices. They are however encouraged to document local practices with reference to 5.1.

* 1. Territories WiLAT Committees – Terms of Reference (TOR)

At the initial stage, WiLAT can be formed by local CILT female members or can be initiated by groups, which share the same objectives. Where the number of WiLAT members warrant a Territory Committee, WSC can agree with the Local CILT Territorial Council that a local WiLAT Forum be setup. The Local WiLAT is accountable to the WSC and to the Local CILT Territorial Council. The TOR is provided for governance and cannot be modified without the approval of the WSC and the local CILT Territorial Council.

Consultation between the Global Chairperson and Local CILT council on the appointment of local Territory WiLAT Chairperson is required. The local territory or branch has the delegated authority for CILT from the Trustees so that the final decision rests with the territory or branch council.

* + 1. Objectives
       - To support CILT in their Territory to promote women in supply chain, logistics and transport.
       - To encourage empowerment of women in supply, logistics and transport industry.
       - To organize activated and sharing sessions to pursue women’s development in the local Territory.
       - To engage WCBC programs to help building the capacity of women in the supply chain, logistics and transport industry.
       - To liaise with other WiLAT Local Chapters
       - To promote awareness of WiLAT activities and WiLAT’s participation in other related groups.
       - To do any other things to enhance the status of women in supply, logistics and transport industry.
       - To raise fund to support WiLAT activities.
    2. Quorum

There shall not be less than [three (3)] persons at a Local WiLAT Committee meeting.

* + 1. The Local WiLAT Forum

WiLAT Chairperson must be a Chartered member or above; and a co- opted member of the Local CILT Council.

The Local CILT President will consult the WiLAT Global Chairperson on the nomination.

WiLAT Vice Chairperson(s) must be member(s) of the Local CILT appointed by the Local WiLAT Chairperson. There could be more than one Vice Chairperson.

Committee Members of not less than [three (3)] to be appointed by the Local WiLAT Chairperson and shall include at least one (1) Local CILT Council Member who are interested in the work of WiLAT.

WiLAT Advisor(s) who are Members and non-members of the Local CILT can be appointed by the Local WiLAT Chairperson with the agreement of the Local CILT Council. Advisors do not have a vote on the Committee.

WiLAT Members are all female members of the Local CILT.

Friends of WiLAT (FOW) can be introduced for male members of CILT and supporters from both genders.

* + 1. Tenure of Office

Tenure of office should be consistent with Local CILT territory or branch rules for CILT Council members. As a guide, Committee members are appointed for a three-year term, which can be further extended for another three-year term. But this term may vary locally. Committee members may be re-appointed no more than once. The Chairperson’s term of office is in addition to any time they have spent as Committee Member.

* + 1. Meeting Schedule

The Committee meets at least once every two months. This can vary according to local circumstances.

Committee members are expected to attend at least [50%] of Committee meetings.

* + 1. Local WiLAT Chairperson should update the composition of the local Committee when changes arise.

Note: Figures in [] can vary according to the composition of the Local WiLAT.

Membership Profile

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member Category | WiLAT Member | Friends of WiLAT (FOW) |
| 1 | Objective | To foster the development of women in supply chain, logistics and  transport | |
| 2 | Positioning | * Target group of WiLAT * To provide unique value to female members by focusing on their professional needs and interests | * Supporters of WiLAT * To support and promote the gender diversity in the supply chain, logistics and transport industries * A platform for potential   members to learn about CILT and its membership |
| 3 | Eligibility | Female member of CILT | * Male member of CILT * Non-member of CILT (Anyone in the supply chain, logistics and transport sector who is   interested in WiLAT) |
| 4 | Registration | Automatically become member, provide opt-out | Registration form |
| 5 | CILT  Membership | Align with current CILT membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT | * Existing male member: Align with current membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT * Non-member of CILT: To facilitate non-member to apply for CILT membership at   affiliate or other grades |
| 6 | Local Communicatio n | Email as official communication channel to members and fiends   * Link for accessing event photos in [www.wilat.org](http://www.wilat.org/) * Link for accessing CILT newsletter, CILT website event page and social media pages * Event news in Local CILT Newsletter, WiLAT Newsletter “Wings of Change” * WiLAT social media facebook, Linkedin (if any) | |
| 7 | Event Registration | First priority | Second priority |
| 8 | Fees | There can be two (2) categories of fees for WiLAT / CILT members  and non CILT members for fee charging events. Events can be free, or sponsors sought. | |

*Note: Above membership criteria was based on the first WiLAT Global meeting held in Colombo, Sri Lanka in 2013*

* 1. Annual Plan

Local WiLAT may adopt initiatives from WiLAT Global strategic plan and the annual event calendar when developing the local annual plan. Below are examples of annual plan for reference.

* + 1. Signature event e.g., anniversary celebration
    2. Regular events in the form of chat sessions or life enrichment seminars that would give advice and support to the women in the industry
    3. Collaborative events among the women’s groups in the Territory of related industry, there maybe joint / collaborative events to create synergy with other organizations.
    4. WiLAT Global and regional events are to be supported as far as possible within manageable resources.
    5. WCBC learning programs to expand the capacity of members and FOW
    6. If there are invitations on WiLAT attendance of an international / global nature, the Global Chairperson should be consulted.
    7. The annual plan would be incorporated into local CILT annual plan and subject discussion with Local CILT Council.

1. Financial Arrangements

For Local WiLAT Committees, the monies collected must be held by the Local CILT Council in a separate bank account with two joint signatories. The two signatories are WiLAT Chairperson and the CILT Treasurer. The President of Local CILT or a designated alternative would be the second signatory if the amount exceeds the ceiling amount established by the Local CILT Council and WiLAT Forum Committee. Management of the WiLAT account should follow practices and procedures set by the Local CILT Council for matters such as budgeting and accounting.

Local WiLAT committee can raise funds to support its activities. It may also organize fee-charging events. NOTE: Monies collected by WiLAT locally must be properly accounted for. These monies maybe sponsorships or project grants. The Local CILT providing the administration to Local WiLAT committee must account for such monies.

1. Global Communications

WiLAT Hong Kong has established a global website [www.wilat.org.](http://www.wilat.org/) This site must maintain the Brand Guidelines as set out by IMC and have links to the CILT International website. User ID is provided to all WiLATs and WiLAT Hong Kong is the manager of the website. A tutorial document is also available to facilitate posting of events, conference materials and speeches and including WiLAT annual reports. The post can be found in “Gallery” so that following the description on activities, photos can be shared. Each WiLAT has a nominated person to manage the posting of stories on the webpage.

WiLAT has a Global WiLAT Group on WhatsApp. The group administrators are: WiLAT Global Chairperson, Deputy WiLAT Global Chairperson and WiLAT Global Administrator.

Note: WiLAT must conform to the CILT Global Brand Guidelines and the CILT and WiLAT logo must be on all communications.

1. WiLAT Reports

WiLAT Territories must submit their reports to their respective GVCs as per the WiLAT reporting guidelines and schedule set forth at the beginning of the year. The reports will be used for compilation of regional reports by the GVC and submitted to the Deputy WiLAT Global Chairperson. Summarized reports will be uploaded to Document Management System (DMS) of CILT International for IMC meetings and also included in the Wings of Change newsletter.

1. WiLAT Statistics

Collection of statistics will help in presenting the status of WiLAT. Local WiLAT Chairpersons must keep record of their activities on an annual basis. In line with CILT International, statistics should be compiled on a calendar year basis (ending December) on the following:

* Local WiLAT Chairperson and Committee members (names)
* Number of WiLAT members
* Number of activities hosted (regardless of size)

--End--