



## IMC

### Meeting Minutes

Thursday 12 December 2013; 10:00 – 12:00 GMT

Corby, UK

Present:	Name	Initials	Position
	Paul Brooks	PB	Chairman
	Rupert Nichols	RN	Honorary Solicitor
	Stephen Rinsler	SR	Honorary Secretary
	Graham Harrison	GKH	Honorary Treasurer
	Jan Steenberg	JS	Trustee & IVP
	Kevin Byrne	KB	IVP
<b>Present by phone:</b>	Aisha Ali Ibrahim	AA	WiLAT Convenor
	Saliya Senanayake	SS	IVP
	Robin Dunlop	RD	IVP
<b>In attendance:</b>	Keith Newton	KN	Secretary General
	Jon Harris (part)	JH	Professional Development
	Ceri Williams	CW	Administration Co-ordinator
	Steve Agg	SA	CEO CILT(UK)
<b>In attendance by phone:</b>	Azlan Jalil	AJ	SG of CILT in Malaysia
<b>Apologies:</b>	Dorothy Chan, David Collenette, Emurwon Olupot, Becky Loo, Andrew Stewart, Richard Ebbage, Radzak Malek, Stephen Xin Chan, Harriet Leung		

	Item	Action
<b>1.0</b>	<b>Welcome</b> Paul Brooks welcomed members to the meeting	
<b>2.0</b>	<b>Minutes of Meeting on Wednesday 18 September 2013</b> The minutes were passed as an accurate record of the meeting The minutes were approved for posting on the CILT website	
2.1	Item 6.1.4 is carried over: KN/RD to discuss Andrew Stewart's East Asia proposal	KN/RD
2.2	A North American visit to Corby is planned for 23/24 January 2013. An Invitation is extended to any IMC members in the area – details to follow	

<p><b>3.0</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><b>Review of 2 Year Plan Progress</b></p> <p>KN reported on the tracking document. Most significant progress has been made on branding with other notable progress on India, WiLAT and YP. There are early indications of growth in several regions. KN to share details of growth with TO/IBS</p> <p>The main area lacking in progress to date is systems, and we are also behind schedule with the diploma and advanced diploma</p> <p>SA confirmed that the principal update of the UK system would be complete in February 2014. After this the UK will be in a position to offer an extension of the system to International / other countries.</p> <p>UK are already in system discussions with Ireland. SA to develop a system proposal for sharing with International branches post Q1 2014</p>	<p>KN</p> <p>SA</p>
<p><b>4.0</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><b>5 year Strategy Framework</b></p> <p>PB outlined the concept of the paper. The aim is to establish a five year strategy framework for the Institute focussing on 3 defined pillars of activity (Governance, Capability &amp; Growth). The document considers how to support this regionally and is a starting point for a strategy paper around the representation of growth and support for future years.</p> <p>The item will be included on the agenda for future meetings and a series of webinars will be held with TO/IBs with the aim of building to a formal proposal for convention 2014</p> <p>KN confirmed that work is already in place on a financial model to support regional structural growth</p> <p>SS requested that IVP forums are also held to achieve consensus on the way forward</p>	
<p><b>5.0</b></p> <p><b>5.1</b></p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p><b>5.2</b></p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p> <p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p> <p>5.2.7</p> <p>5.2.8</p>	<p><b>Conventions and Meetings</b></p> <p><b>IMC Meetings</b></p> <p>A schedule of proposed meeting dates for 2014 has been circulated. IMC dates have been positioned ahead of COT so that IMC can lead the agenda</p> <p>The IMC date for 1 July 2014 should read 3 June 2014</p> <p>The IMC meetings on 3 June (Malaysia) and 12 November (London) are planned as face to face meetings when the Trustees would like all IVPs to attend in person. There is finance in the budget to support IVP attendance</p> <p><b>Convention 2014 (Malaysia)</b></p> <p>KN reported that a full planning meeting was held in Malaysia during his and Dorothy's recent visit</p> <p>KN reported that Malacca is an interesting, historical port town and that the hotel selected (The Hatton Hotel) is close to both the main shopping area and the historical centre of the town, and has good convention facilities</p> <p>Malacca is a 1.5-2 hour drive from KL airport but the Malaysian team are arranging a reception area on arrival with a bus service to the hotel</p> <p>COT and IAC have been removed from the programme to allow for a focus on IMC, ICM and delegation meetings</p> <p>An IMC social event is to be held on Sunday lunchtime</p> <p>The WiLAT programme will be reshaped to allow women to attend other convention meetings on Monday afternoon</p> <p>The YP visit to Honda on Monday is a local proposal for further discussion</p> <p>The meeting prior to the AGM is the International Council Meeting</p> <p>Azlan reported that the hotel will be booked before Christmas and that the</p>	<p>IVPs</p>

<p>5.2.9</p> <p>5.2.10</p> <p><b>5.3</b></p> <p>5.3.1</p> <p>5.3.2</p>	<p>website is already live. The site will start with base pricing with promotional activity to commence in January 2014</p> <p>PB stated that we need to start considering how to encourage countries to bring YPs to convention. JH suggested corporate sponsorship and nomination of outstanding students by EPs. KB emphasized issues of price and timing. SA suggested that a 'hook' is required for attracting support for YPS</p> <p>KN confirmed that the Malaysian team are looking at a low cost accommodation option</p> <p><b>Convention 2015</b></p> <p>KN confirmed that Bahrain wish to bid and that India have also expressed an interest in bidding but have made no submission to date</p> <p>A decision will be made in February 2014 for communication to delegates at convention 2014</p>	
<p><b>6.0</b></p> <p><b>6.1</b></p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p><b>6.2</b></p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p> <p><b>6.3</b></p>	<p><b>Committee Reports</b></p> <p><b>IAC</b></p> <p>GKH reported that IAC were meeting later in the day</p> <p>Income is in line with budget with annual fees and education / other income on target</p> <p>Expenditure is exceeding budget and we will need to use some of the reserves – possibly up to £40,000</p> <p>The overspend is due to:</p> <ul style="list-style-type: none"> <li>(i) VAT: The Vat implication of not being linked to UK was estimated at £15,000 but actually cost £30,000</li> <li>(ii) Branding work: This was a known long term cost which should be extended over a period of 24-36 months</li> </ul> <p><b>IESC</b></p> <p>KB reported that a meeting had been held on 26 November 2013 and that we are reaching a stage where systems and quality assurances should work properly. Accreditation processes are in place and we are developing a system of using home grown independent auditors to reduce costs</p> <p>The plans for 2014 are:</p> <ul style="list-style-type: none"> <li>(i) 'Train the Trainer' with side shows running at both the Africa Forum and the Malaysian Convention</li> <li>(ii) To drive efficiency in educational processes</li> <li>(iii) To delay the planned price increase to January 2015</li> </ul> <p>A proposal was made to extend the new student database project to support an accreditation module for managing providers at an additional cost of £2750</p> <p>GKH requested clarification on the 2 Year plan objective of doubling student membership. The meeting agreed that the figure referred to students on CILT courses, even where membership is FOC. IESC is to consider the issue of accredited courses</p> <p><b>IMSC</b></p> <p>Further to the submission of an IMSC paper to COT:</p> <ul style="list-style-type: none"> <li>(i) The Trustees recognised that there was no violation of the Bye-Laws through existing practices in several TO's whereby higher education qualifications are deemed as equivalent to a year of professional experience.</li> <li>(ii) Membership guidelines are be issued (and kept up to date by periodic review) to facilitate membership processing. This will be</li> </ul>	<p>IESC</p> <p>IMSC</p>

<p><b>6.4</b></p> <p>6.4.1</p> <p>6.4.2</p>	<p>worked on at convention</p> <p><b>GMDT</b> PB reported on the launch schedule and announced that there are still a few launch events to complete.</p> <p>An update on the complete rebranding exercise will be carried out in 2014</p> <p>RN congratulated the team on a successful launch</p>	
<p><b>7.0</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.3.1</p> <p>7.3.2</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p><b>TO/IB Update</b></p> <p>KN updated that we are making progress with growth markets in India, with JS/SS due to become more heavily involved in 2014</p> <p>Nigeria has impressive growth plans and has been awarded Territorial Status</p> <p>China has made no progress against their Territorial application</p> <p>DC/KN to visit in February 2014 and are working on an alternative strategy for growth outside of CCTA</p> <p>SA confirmed that the UK agreement with CCTA runs until 2017 but suggested that service level indicators are not good</p> <p>Macao have registered as a branch in the past week and Bahrain have government support for creating a stand alone branch</p> <p><b>IVP updates</b></p> <p>RD reported that Australia is going well and that New Zealand are appointing a new Executive Director</p> <p>SS reported on a strong division within the council in Pakistan, with a focus on the new building rather than the growth and development of CILT. There is potential for development but council issues need to be resolved</p> <p>KN confirmed the implementation of a template for annual reporting which will be updated at delegation meetings at convention</p>	
<p><b>8.0</b></p> <p><b>8.1</b></p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p> <p><b>8.2</b></p> <p>8.2.1</p> <p>8.2.2</p> <p><b>8.3</b></p> <p>8.3.1</p>	<p><b>Key Developing Groups</b></p> <p><b>WiLAT</b> The last meeting was held on 10 December.</p> <p>Convention plans are developing well with plans for a promotional outing to a local shopping centre on Monday, WiLAT conference on Tuesday morning and delegates joining the main conference on Tuesday afternoon.</p> <p>Ireland, Ghana, Zambia and Pakistan have now launched, totalling 11 countries now with WiLAT. More are expected before Convention</p> <p>Meeting thanked Aisha for her hard work and congratulated her on the progress of WiLAT</p> <p><b>YP</b> Robin Dunlop reported on good work on social media and establishing regional ambassadors.</p> <p>The group are working on convention plans and request volunteers of senior people who have had a career in Logistics and Transport to interact with them</p> <p>PB suggested that this model could be launched at convention and then extended throughout the year</p> <p><b>Aspire</b> SR reported a good year for Aspire with £80,000 of donations in £ or kind being awarded across the globe in a 45 UK: 55 International split. UK donates a large number of qualification courses. Princess Royal spoke on behalf of Aspire at The Fellows lunch last week.</p> <p>KN/SR to meet in January to discuss how to support Aspire locally in International countries</p>	<p>KN/SR</p>

<b>8.4</b>	<b>Alumni</b> Minutes of the last meeting were circulated	
<b>9.0</b> 9.1 9.2	<b>Any Other Business</b> SA reported that UK will be taking over the administration of Fritz Institute qualifications from 15 December 2013 SA reported on a European Supply Chain Day on 10 April 2014 for which CILT is the representative organisation in UK. The meeting agreed that CILT should create a strategy for developing an International Supply chain day within the next 2-3 years	