



Minutes International Management Committee

Tuesday 28 November 2017; 11:00 GMT
GS1, London / Teleconference

Present			
Present:	Name	Position	Initials
In person	Kevin Byrne	International President	KB
	Steve Rinsler (Chair)	Hon. Secretary & Trustee	SR
	Finbarr Cleary	IVP	FC
	Keith Newton	Secretary General	KN
By phone	Jan Steenberg	IVP & Trustee	JS
	Francis Ehiguese	IVP	FE
	Neville Binning	IVP	NB
	Romesh David	IVP	RD
	Radzak Malek	IVP	RM
	Kevin Richardson	CEO CILT UK	KR
	Andrew Weatherill	Director of Finance	AW
	Harriet Leung	CILT Hong Kong	HL
	Ceri Williams	Communications Co-ordinator	CW
	Jon Harris (part)	IPDC	JH
Apologies	Rupert Nichols, Bernard Auton, Vicky Koo, David Pugh, Giles Legault, Sunny Ho, Teete Owusu Nortey, Aisha Ali Ibrahim, Elliot Price		

No.	Item	Action
1.0	Welcome	
	SR welcomed members to the meeting.	
1.1	The meeting congratulated RM on being re-elected as President of CILT in Malaysia.	
2.0	IMC Thursday 28 September 2017	
	The minutes were passed as an accurate representation of the meeting and approved for posting on the international website.	
2.1	Matters Arising	
2.1.1	KN confirmed that Annual Statements, which have now been circulated to branches for completion, address the issue of inclusion of WiLAT / YP representatives on local councils.	
2.1.2	FE's comments on the KKAs are being picked up by JS. Any amendments will be made in the next update of the KKAs.	
2.1.3	SR reported that ELUPEG will no longer be involved in International Convention 2018, although some ELUPEG members may still attend.	
2.1.4	Business plan updates from IVPs will be covered in the Strategy and Finance agenda item 4.0	

- 3.0 IVP Reports & Key Developing Groups**
- 3.1 IVP Reports**
- SR requested that in future IVP reports are submitted in advance for circulation with the pre read documentation so that any matters for discussion may be raised in the IMC meeting. IVPs
- KN added that IVP reports to IMC need to be used more effectively to report on regional activity and raise regional issues. IVPs
- 3.1.1 South East Asia IVP Report (RM)**
- No report submitted.
- RM reported on the Malaysia AGM last week and will include the detail in his next report. RM
- SR commented on the importance of such local events to driving membership of the Institute. Malaysia, Australia and Nigeria are all successful at organising high profile events.
- 3.1.2 Nigeria IVP Report (FE)**
- Report circulated in pre read documentation.
- 3.1.3 Africa IVP Report (TON)**
- No report submitted.
- 3.1.4 Americas IVP Report (GL)**
- No report submitted.
- 3.1.5 Australasia IVP Report (NB)**
- No report submitted.
- 3.1.6 South Asia (RD)**
- No report submitted.
- 3.1.7 East Asia (SH)**
- No report submitted.
- 3.1.8 Europe & Middle East (BA/FC)**
- No report submitted.
- 3.2 WiLAT Report**
- Report circulated in pre read documentation.
- Members are asked to forward any questions to AA. ALL
- 3.3 YP Report**
- No report submitted.
- 3.3.1**
- KR reported that the YP committee in UK under new chairperson Emma Ross, are questioning the YP age limit. Should the group be for members at an early stage of their career regardless of age? Would this increase involvement?
- 3.3.2**
- KR reported that Women in Logistics will come under the UK umbrella from 2018 when CILT UK will create a new Talent Diversity and Inclusion Forum to cover both YP and WILAT members. The focus will be on diversity of thought rather than age and gender specifically. SR looks forward to hearing news of progress from UK.
- 3.3.3**
- NB agreed that we separate the YP and WiLAT groups as discrete groups who then often don't progress into full membership. He believes the UK proposition is interesting in terms of encouraging interaction and ongoing involvement in the Institute.
- 3.3.4**
- KN recommended that this topic remains open for discussion. How do we utilise the energy of WiLAT in particular for the benefit of the Institute?
- 3.3.5**
- SR recommended that countries take an interest in the UK model but don't make any immediate or drastic change to their existing models if they currently work.
- 3.3.6**
- KN asked KR to update the next IMC meeting on progress in UK. KR

Dial in (UK Callers)

Toll access: 0333 300 1134; Toll free access: 0800 358 2705

Dial in (International)

See attached listing or dial 00 44 333 300 1134

Participant code

833356#

4.0	Strategy & Finance	
4.1	Education / IESC report	
	JH reported that IESC have provided a performance outcome monitor. The main IESC achievements have been on the KKAs, work on new module units, and improving the quality of training given to new course lecturers. The next IESC meeting will discuss current pricing. Countries are reporting that the pricing is currently about right but JH requests IVP input next year in obtaining balanced feedback globally.	IVPs
4.1.1	IESC are trying to encourage more active involvement of Education Champions and welcome ideas from IMC members.	ALL
4.1.2	JH reported that at the end of October education income was £321,000. As of Monday 27 Nov income was £355,000.	
4.1.3	IESC have received positive feedback from branches on the KKAs. JH also highlighted Ireland's good work in bridging international standards and local implementation. This represents good practice – the KKAs are the international key standards and represent the starting point for local activity.	
4.1.4	JH reported that IESC will now focus on: <ul style="list-style-type: none"> • Train the Trainer course to support new and existing providers • Writing a Language of Logistics module to explain terminology where English is not the first language • Refreshing the Global Training Directory • Working with S. Africa to map qualifications onto their framework to open the local market for future sales 	
4.1.5	SR emphasized the need to ensure international standards are being met and upheld in all countries. JH advised that it is good practice for all branches to regularly review their activity against these standards. RM stated that membership is driven by education and it is vital to have consistent standards and quality across world, even in areas where we do not currently have a local branch.	
4.2	2018 YTD Income & Expenditure	
	KN reported that we remain in a good position, close to budget forecast and re-forecast. Education income is expected to exceed budget by around £20,000. There is an adjustment on the UK license fee which is the only number which substantially differs to budget forecast. The education debt is around £90,000 but is not thought to contain any bad debt.	
4.2.1	JS stated that education income for 2018 is expected to increase by 10 – 15% based on the number of training providers acquired this year.	
4.2.2	RD questioned contributions from countries hosting convention. KN responded that Macao received their government cheque this week and will discuss a small contribution to international next week. North America did not contribute as they were forecasting a loss and ultimately only made a slight profit on the event. SR clarified that a convention contribution is not budgeted for as international no longer hold the risk of hosting the event.	
4.2.3	FE noted that education and membership are the only sources of international income, and suggested the following: <ul style="list-style-type: none"> - Value propositions for Africa to encourage students - Improving government recognition of CILT qualifications 	

	<p>- Creating a licensed environment for CILT to work within KN reported that we are currently growing education income. Government recognition is a country by country issue. The issue of a licensed environment has been explored in Zambia but raises practical issues of implementation internationally. Education strategy will consider these points next year.</p> <p>SR reinforced that local councils must work with their governments. JS agreed that there is a need to have some sort of recognition of our core offering. The challenge is how to achieve this in every country and will be part of next year's education strategy. IESC welcome input from IVPs on how to implement this.</p> <p>SR confirmed that IESC should consider these issues in their strategy and identified a similar licensed environment issue in the world of chartered accountancy.</p>	IVPs
4.3	<p>Budget process 2018 & International income including country fees</p> <p>KN reported that New Zealand's fees are outstanding but should be received by the year end. Tanzania is the only country who has not paid and are not responding.</p> <p>KN reported that the 2018 budget process is now beginning and will be available for approval at February's IMC meeting. The budget process will include country fee setting and an increase is proposed. It is suggested that the core member charge move from £1.90 to £2.00 per member which will raise an additional £5,000 income. Members are asked to contact KN with any comment.</p>	ALL
4.4	<p>Membership Taskforce & Growth strategy</p> <p>KN reported that only 1 new branch member has been processed through Hong Kong since the last IMC meeting.</p> <p>KB responded that we are defunct as a membership organisation if we don't have members at local level. Membership must increase if the Institute is to remain viable. Branches must encourage eminent practitioners, hold high profile events, offer opinion and strategic value to government locally to build their profile, complete business plans and ask for assistance where required.</p>	
4.4.1	IVPs are asked to report on branches in their regions with successful membership schemes and share best practice within their regions.	IVPs
4.4.2	RM is to forward his new contact to KN for provision of branch in a box materials	RM
4.4.3	SR reiterated the importance of IVPs taking greater interest in the activity and performance of countries in their area. Action is not currently being chased through the system.	IVPs
4.4.4	KN confirmed that the secretariat have recently asked countries to share best practice on Member Benefits literature. Seven countries have contributed to date. The resulting document will be shared with all countries via the DMS.	
4.4.5	RD reported that Sri Lanka have a plan to double Chartered and FCILT members by the end of 2018. Almost 100 new members have been processed this year primarily through Corporate and WilAT channels. RD is to ask Sri Lanka to submit a report.	RD
4.4.6	SR reiterated that membership issue is key to our future success.	
5.0	Governance	
5.1	Forum Protocol Document status	

	KN confirmed that the Forum Protocol Document was issued to branches, following slight amendments reinforcing branch responsibilities, and after approval by COT. IVPs are asked to ensure branches are utilising the document.	IVPs
5.2	Pakistan and India visit reports KN submitted a report and confirmed that the main lessons are on the accountability countries have under their Delegation Agreements to deliver growth, membership and education to international standards. Both countries are failing to some degree. Both have limited resource to deliver, and both are reliant on volunteers. Both represent good opportunities which we need to embrace and better equip ourselves to deliver.	
5.2.1	Members are asked to submit Questions and suggestions to KN. KN confirmed that TO status on education was removed from India earlier this year.	ALL
5.2.2	RM queried a recent issue in Pakistan regarding a potential Training Provider. KN confirmed that the provider has applied for accreditation and agreement has been reached with CILT Pakistan to run courses through them. KN reported that we need to reinforce the Institute's governance in relation to a number of issues such as this. SR agreed that it is Important that our qualifications are administered well and with quality teaching. We must ensure TO/IBs all keep to the same standards in taking on and teaching courses. The Train the Trainer programme is important in this regard, as is regular auditing.	
<hr/>		
6.0	Conferences & Conventions	
6.1	Africa Forum FE reported that organisation is progressing well and the committee is preparing to put registration online. The Vice President of Nigeria will open the conference which is being organised under the theme 'Building Capacity for Logistics and Transport Services in Africa'. The committee are in contact with high profile organisations and agencies in Nigeria regarding involvement in the event. The region is viewing the event as a platform to attract membership. The committee is currently considering pricing and is in dialogue with KN.	
6.1.1	JH is to advise on education subjects.	JH
6.1.2	SR commented that we are looking forward to a vibrant African event.	
6.2	China Conference KN reported on a successful event. There is a huge scale of opportunity in China and the 100 corporate partners pledge in 2015 has now doubled. The event was held on a large scale in 3 locations, with 500 people at each location. CILT was very prominent throughout. 30 CILT international delegates were supported by the China government. The 5 th event will be held next year in Changsha. We have agreed that CILT will have more contribution in terms of delegate involvement and sharing of best practice.	
6.2.1	KN will reinstate a small working group involving Karmjit Singh, Vicky Koo, Dorothy Chan and Finbarr Cleary to plan for next year. Members are to contact KN if they wish to contribute to the group discussion.	ALL
6.3	2018 Convention KN reported that the secretariat are working well with the team from Poland. The next planning meeting will be held next week and we are currently ahead of the normal plan by 2 months. Booking will be live on the website in early January. This is a good opportunity for delegates	

	to book early and get ahead on visa applications. We will communicate with countries as soon as the website goes live.	
6.3.1	The meeting agreed that Marcin Paweska be invited to the next IMC to report directly on progress.	KN/CW
6.3.2	KN responded to FC that we are in discussion regarding the issue of the host country being a CILT branch or territory.	
7.0	Any Other Business	
7.1	KN will prepare a schedule on inviting bids for convention 2020 and forward the current criteria to NB.	KN
7.2	SR closed the meeting and thanked members for attending.	
8.0	Dates of Next Meetings	
	Proposed dates for 2018 have been circulated. Members are asked to contact KN with any issues in the next week.	ALL
	The next meeting is planned for Thursday 15 February 2018	