



# Minutes International Management Committee

Thursday 14 May 2020 11:00 GMT

Zoom Meeting

## Present

| Present:         | Name   | Position                        | Initials |
|------------------|--|---------------------------------|----------|
|                  | Alan Jones   | Chairperson, IVP & Trustee      | AJ       |
|                  | Dato Radzak Malek  | President                       | RM       |
|                  | David Pugh   | Hon Treasurer                   | DP       |
|                  | Jan Steenberg  | Hon. Secretary                  | JS       |
|                  | Jane Green   | Trustee                         | JG       |
|                  | Keith Newton   | International Secretary General | KN       |
|                  | Finbarr Cleary   | IVP                             | FC       |
|                  | Francis Ehiguese   | IVP                             | FE       |
|                  | Ramli Amir   | IVP                             | RA       |
|                  | Sunny Ho   | IVP                             | SH       |
|                  | Fiona Knight   | IVP                             | FK       |
|                  | Tom Maville  | IVP                             | TM       |
|                  | Romesh David   | IVP                             | RD       |
|                  | Dr Dorothy Chan  | WILAT Global Chairperson        | DC       |
|                  | Vicky Koo  | WILAT Deputy Chairperson        | VK       |
|                  | Emma Ross (part)   | Next Generation Global Chair    | ER       |
|                  | Harriet Leung  | Manager CILT Hong Kong          | HL       |
|                  | Kevin Richardson   | CEO CILT UK                     | KR       |
|                  | Andrew Weatherill,   | Director of Finance             | AW       |
|                  | Ceri Williams  | International Communications    | CW       |
|                  | Abi Sofian (observer)  | International Business Forum    | AS       |
| <b>Apologies</b> | Jon Harris, Teete Owusu Nortey, Rupert Nichols, Newton Demba |                                 |          |

| No. | Item  | Action |
|-----|---|--------|
| 1.0 | <b>Welcome</b><br>AJ welcomed members to the 2 <sup>nd</sup> meeting of the year.   |        |
| 2.0 | <b>Minutes of Meeting on 13 February 2020</b><br>The Minutes were passed as an accurate representation of the meeting and were approved for posting on the website.   |        |
| 2.1 | There were no Matters arising:  |        |
| 3.0 | <b>Covid-19 Response</b><br>AW, RD and SH joined the meeting  |        |
| 3.1 | <b>Plan on a Page</b><br>KN shared the plan on a page Covid-19 response document which was discussed with the Trustees in March:<br>On leadership, the key measure is what our members will say about us in 6 months time. Have we demonstrated the necessary leadership and services to keep members engaged |        |



and supported? We have a challenge on the education front as classroom learning and examinations are impacted by lack of face-to-face contact. The Final column is about proactive cash flow and debt management.

- 3.1.1 AJ stated that we must look for the positives and consider how we look after and continue to service our members now and moving forwards.
- 3.1.2 RM would like to see the Institute becoming more global together, and sharing of best practice and experience is crucial.
- 3.1.3 RM would like to organise regional meetings for direct discussions with branches to gauge their local responses and to reinforce the message that we must embrace the challenge and remain active as an institute.
- 3.1.4 FK described the challenge of competition from CIPS in New Zealand. This issue was not being experienced by other members.
- 3.1.5 SH outlined problems with full time students in Hong Kong and expressed concern over online seminars and lectures being free of charge.
- 3.1.6 FC reported an increase in numbers of applications for courses starting in September but agreed that we need to find a way of creating income.
- 3.1.7 FK reported that free webinars in Australia resulted in many 'no shows', but that when they charged for webinars attendance figures were much higher. New Zealand will trial this at a rate of 10 New Zealand dollars.
- 3.1.8 KR reported 690 participants on a recent webinar. CILT UK have taken a view not to commercialise this but to use it as a membership growth generation tool.
- 3.1.9 RA reported that Malaysia are taking a 'worst case scenario' on the year and are looking at cancelling Convocation which will be a big setback. In the meantime, they are looking at an online training and examination opportunity with a new provider.
- 3.1.10 AJ concluded that we must do everything we can to drive new membership and ensure that we are in contact with our current members as much as possible.

### 3.2 **Audit: View of Country Responses**

KN thanked IVPs for supporting the return of the Covid-19 audit reports. As RM already outlined, the next stage is to speak directly with countries and their IVP together.

The international team will continue to provide materials with bulletins and webinars over the next few weeks. Members are requested to keep in touch and advise us of any other requirements.

ALL

### 3.3 **Country and Regional Responses**

- 3.3.1 FC suggested that international communications might be reaching branches but not members.
- 3.3.2 AJ stated that we need to keep reinforcing the message about branches sharing content with members.
- 3.3.3 KN reiterated that we need IVP support in talking directly to the branches, and that RM's input will help with this process.
- 3.3.4 RM reinforced the sharing of ideas and good practice and mentioned that CILT Malaysia are investigating CILT FM internet radio.



- 3.3.5 KR suggested that in sharing good practice we need to ensure that we are not advising countries to contravene local policy. KN responded that in our Covid response documents we recommended that countries work within local guidance, and our best practice bulletins state that they are for information and members should discard any that are not helpful or relevant in their situation.
- 3.3.6 FE suggested that we need to push to get African countries to recognise our voice especially in areas where our qualifications are not recognised

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#### **4.0 CILT Join Up at UK & International Level**

- AJ outlined how Covid-19 has affected join up arrangements, although we still hope to make headway at an appropriate time.
- 4.1 KN informed the meeting that we sent a communication to territories and branches at the end of March. Since then we have been pursuing join up in the education area. Further discussion is now necessary in terms of bringing budgets together from October.
- 4.2 FE asked what is being done to ensure that the UK offering is the same as the offering elsewhere in the world.
- 4.2.1. KR responded that the key is to ensure the offering is global but recognises what is currently being offered in country.
- 4.2.2 AJ reiterated that we want to try to develop a qualification that is recognised across the world, although there will be some differences where qualifications have to be regulated.
- 4.2.3 JS stated that we could not reproduce a UK regulated qualification across the world, which is one of the reasons why we have a different UK offering. The international offering overall needs to be up to date and relevant which is the biggest challenge at the moment. It also needs to be deliverable.
- 4.2.4 AJ reinforced that the important issue is the recognition of the qualification globally.
- 4.2.5 KN summarised that we need to engage in issues of global recognition if we are to move the education join up forwards, and suggested that we can engage with the Nigerian team as we go. ER joined the meeting.

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#### **5.0 Regional and Forum Reports**

##### **5.1 Next Generation (NG) Forum Report**

ER shared the NG 2020 action plan. Since February there have been a number of NG meetings, but there has still been no official handover from the previous team. This report is the result of those meetings put together after considering work already completed and new information from the teams in the regions. NG propose a regional structure in line with the CILT regional structure. Positions need to be filled by people with the right time, commitment and energy for the role. Committee responsibilities will be shared amongst the regional positions. The initial steps are developing on-boarding documents, FAQs, and a NG 'branch in a box'. NGs are also starting to use the CILT Member Forum. The next step is appointing a NG champion in every branch. As we are now unable to launch NG



- at International Convention in October NG plan to launch through webinar sessions in October.
- 5.1.1 AJ thanked ER for her plan and the work of her new team to date
- 5.1.2 JG questioned the use of CILT Member Forum by all members CW clarified that initial testing of the platform was taking place with NG and WiLAT with a view to later opening the Forum to all members. CW re-iterated that IMC member input would be needed to generate content and create momentum. FK left the meeting
- 5.2 **WiLAT Forum Report**  
DC reported that activities are on hold. Gayani will assume the Global Chairperson role from 1 July. WiLAT are looking at a global online session in October to replace their sessions at International Convention. WiLAT online chat sessions are proceeding well and are gradually moving to post Covid recovery plans. WiLAT chat notes are available on the international website or from Vicky Koo.
- 5.3 **International Business Forum**  
FC reported that the group are in contact. Their focus is on developing a value proposition and action plan over the next few weeks.
- 5.4 **IVP Reports**  
**Africa (ND)**  
No report was circulated  
**Americas (TM)**  
A report was circulated.  
TM reported interest expressed by 2 former UK members now based in Texas to establish a US branch. TM reported wide use of webinars in N America.  
**Australasia (FK)**  
No report was circulated.  
**East Asia (SH)**  
A report was circulated  
**Europe & Middle East (FC & AJ)**  
No report was circulated  
**Nigeria (FE)**  
No report was circulated.  
**South Asia (RD)**  
A report was circulated  
**South East Asia (RA)**  
A report was circulated.
- 5.5 **Education Update**  
JS reported that over the last few months we have been running a survey to establish training provider business needs and support requirements. Just under 60 out of 90 training providers are now engaging with us. Some providers have moved straight onto an online platform, some require assistance, and some need further encouragement. This is an ongoing process. The key issue for next couple of months is assessment. Some providers and countries want to defer assessment but others want a conversion to a blended assessment approach. Existing students should still be able to finish qualifications by September. Education Strategy work is ongoing, but post-Covid



we will need to revisit a lot of our market analysis. This crisis has accelerated the development of our short courses offering. We are still growing some education projects and have successfully re-configured our project in Kazakhstan. We are completing work in South Africa regarding formal recognition of CILT qualifications, which will also help in neighbouring countries i.e. Namibia.

- 5.5.1 We will need help from branches in reinforcing our education messages with training providers. Education messages have gone out in the Covid-19 Bulletins, and we have also liaised with training providers directly.
- 5.5.2 DC agreed that blended learning is probably the way ahead.

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## **6.0 Conferences and Conventions**

### **6.1 Convention 2021**

New dates are 20-23 June 2021

### **6.2 Africa Forum 2021**

New dates are 3-5 March 2021

### **6.3 China Conference 2020**

We are currently awaiting an outline proposal from CILT China

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## **7.0 Management Accounts to end March 2020**

### **7.1 Revised forecast and cash flow management**

DP shared the March management accounts and April accounts will be circulated shortly.

DP reported pleasing performance with a good surplus at the end of March. Unfortunately we can already see the downturn in April and there is a problem with a few bad debts.

Over next 6 months income will be down. We can save some but not all costs, and our overall projection is not as good as originally hoped. Forecasting is difficult at the moment but the fall-back position is to cash in some of our reserves. We will survive even if this situation goes on for another year because of our reserves.

- 7.2 KN confirmed significant debt with Zambia but reported that we have taken some extra-ordinary action in the past few weeks to try to resolve that situation. This accounts for half of our debt.

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## **8.0 Any Other Business.**

- 8.1 RM asked members to continue to share, to look for opportunities in the new normal, and to retain dialogue with country members.

AJ thanked members for attending and for working as a team as we move into a new normal. AJ advised members to stay well, stay safe, and keep in touch.

The meeting finished at 1:47pm

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## **9.0 Next Meeting: Thursday 3 September 2020**



**The Chartered  
Institute of Logistics  
and Transport**

**CILT International Office**

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