



The Chartered
Institute of Logistics
and Transport

COT

Draft Minutes

Thursday 08 December 2016, 15:00 - 17:30hrs GMT

GS1 London & Teleconference

	Name	Initials	Position
Present	Paul Brooks	PB	President
	Kevin Byrne	KB	President Elect
	Rupert Nichols	RN	Hon Solicitor
	Steve Rinsler	SR	Hon. Secretary
	Keith Newton	KN	Secretary General
	Jan Steenberg	JS	IVP
Teleconference	Bernard Auton	BA	IVP
	David Pugh	DP	Hon. Treasurer
For IAC item only	Andrew Weatherill	AW	Finance Director

	Item	Action
1.0	Welcome & Apologies PB welcomed members	
2.0	IAC Items DP informed meeting that although an IAC had not been called there were three items that needed to be discussed and pre read materials had been circulated in advance. AW would join the meeting for these items only	
2.1	Extraordinary Items for 2016 Management Accounts DP / AW updated the meeting regarding a number of costs that had been identified from this and earlier years that had not been in the September forecast. These had resulted from a review of the balance sheet and a detailed review of the bank reconciliation. The document identifying these was reviewed. KN pointed out that in addition a number of other postings from 2015 had already been made into the September and October management accounts and similarly were not known at the time of forecast. Several of the most significant costs resulted from the Dubai 2015 Convention and therefore the forecast identified for the September IAC by Duncan Snook was no longer accurate. One of these was an invoice for £9k from Alarming Events that was known in the September 2015 IAC summary but then was not sent or paid. KN was negotiating this sum and hoped to get some reduction as a settlement. There were 3 debtors identified amounting to £8375 which were delegate fees still owing. DS had been chasing these and the task now of chasing would be	

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<p>2.2</p> <p>2.3</p>	<p>passed from AW to KN. KN reminded the meeting that the request to chase had been made in earlier IAC meetings and that it was only in April 2016 that this task was undertaken. Further investigation now would take place.</p> <p>SR said that the pre year items should be identified in the final set of accounts and that a private set of accounts should be created for management purposes so that these items were placed in the previous year's figures. This was agreed to enable an accurate trading position to be seen.</p> <p>Budget 2017</p> <p>The meeting reviewed the draft budget as passed in principle by the COT but with further revision required once country fee invoicing had taken place.</p> <p>The cap for the UK licence fee had been discussed in the UK / International meeting on 6th December. PB was in favour of removing the cap in principle to enable an incentive for the UK to support the education programme internationally. KN will need to calculate the impact of that on the overall budget and advise.</p> <p>Proposed changes to the Education finance processes were not yet a decision. KN will bring a paper to COT to recommend with risks and costs identified.</p> <p>These and any further changes would be brought to the February IMC and IAC / COT meetings for final approval.</p> <p>South Africa Loan request for Forum Hosting 2017</p> <p>The sum and request was reviewed by COT. RN stated that this was a unique request as it involved lending money to an entity we do not control. AW stated that at present International was in a negative working capital position. SR suggested that if we did not get the debt paid back then the individual African CILT countries should be asked to support the repayment. KN stated that if the worst situation occurred then the sum loaned could be paid off by other budget savings but would result in development monies and projects being halted in 2017. PB summarised that three steps should be taken. The debt should be agreed to be paid off with support from Africa, letters should be exchanged with CILT SA to position the loan and the requirement to pay back and close management of the income and expenditure undertaken by CILT SA and the Forum team each week of the 4 months leading up to the Forum.</p> <p>AW stated that there was £28k in the bank and £43 trade creditors at present. PB stated that it would be assumed that the cash to pay would be found and that steps taken to identify how. In a growth position it was expected that cash management would be needed. AW / DP and KN to review forward cash position.</p>	
<p>3.0</p>	<p>Minutes of Meeting on Tuesday 6 October 2016</p> <p>DP requested a change in the action column for item 4.2 from DP to JS and this was agreed. No other amendments were raised and the minutes were accepted as a true record of meeting.</p> <p>Matters Arising</p> <p>There were no matters arising from the previous minutes not covered in the agenda</p>	<p>KN</p>
<p>4.0</p> <p>4.1</p>	<p>Governance & Administration</p> <p>Trustees Declaration of Interest</p> <p>No changes were notified by the Trustees. RN requested that Ceri be asked to circulate the interest declarations for review and refresh at the start of 2017.</p>	<p>KN/CW</p>

4.2	Succession of Presidents & Trustees The UK / International meeting on 6/12 had informed that Sir Peter Hendy had agreed to stand as International President in 2017 and that he had subsequently got agreement from Network Rail to allow him to do so. CILT UK had agreed to extend Jan in principle for the second extension year (3+1+1). CILT UK will be reviewing further IVP tenures as BA reaches the end of his 3 year term in 2017. PB clarified that whilst Sir Peter was President Elect that was in name only and that SR would take on those duties in 2017 as necessary. SR would take up the title of that role as Chairman of the IMC. In 2017 we would seek nominations for the International President to serve for the 2020-2021 period with a target of requesting nominations for March with a decision at the May Council of Trustees ahead of the convention in June. SR intends to step down as the Aspire representative in 2017 and was discussing with BA taking on those duties	SR/BA
5.0 5.1	Convention 2018 nominations and decision Nominations had been received from Poland (CILT UK sponsored country) and CILT Ireland. Trustees had considered their individual submissions ahead of the meeting against the decision criteria issued. It was noted that both submissions were extremely detailed and excellent proposals. In terms of capability both were capable of running the event. RN noted that the decision therefore was a strategic one and that the ability to use the convention to target European growth was an opportunity. Detailed discussion followed around both bids and a majority vote was in favour of Poland as the convention venue for 2018. PB agreed to speak directly to both country leads – Pat Tracy and Marcin Pawęska – and KN would follow up.	PB /KN
6.0 6.1	Matters Arising from Committees IMC KB notified the meeting of the decisions agreed in IMC on education pricing and a 2017 fees increase. KB also updated the Trustees on the main content of the meeting highlighting the strategy, brand guidelines and regional MOU discussions. SR had reissued the draft Asia regional MOU and this will be further revised with inputs and comments received. The plan was to implement in 2017 at the Macao convention. It was agreed that one country one vote was the correct rule in such a forum. RN counselled keeping the document simple. It was also agreed to remove the line that the policy body should provide advice at a policy level. There were no further requested items for discussion at this meeting.	SR
6.2	IAC These items had been covered at the start of the meeting.	
7.0	Strategy & Governance Discussion KN spoke of plans to use the recently received business plans and annual returns to focus on growth in 2017. RN commended the strategy work completed and emphasised the need to avoid secretariat time being spent on “lost causes” rather than growth. It was agreed to use the February / April meetings to review this further in order to develop and take to Convention in June	ALL
8.0	Territorial Organisations and International Branches	

	<p>PB updated on the Malaysian and Indonesia convocations he attended in November with KN (both) and SR (Malaysia). SR spoke of this as a model for other countries and perhaps the UK. PB updated on the convention meeting in Macao with the team there set up and the sponsor meeting with Pansy Ho in Hong Kong. BA's idea on a poster competition was supported and agreed to be progressed.</p> <p>KN updated on Kenya and the visit this month by Teete Owusu to the Management University of Africa as a potential education provider with all costs fully covered.</p> <p>KN updated on the Uganda steps taken to provide recognised students with certificates with the next step to be catering for students who had part taken their qualifications.</p> <p>It was noted that discussions were ongoing with India and Pakistan following the submissions of their business plans.</p> <p>Sri Lanka was actively tackling their membership issues but no further update had been received since November on progress. JS raised the concern and question of when we needed to decide to remove territory status. JS said they were neither implementing the growth strategy or the education strategy. In education they were not seeking lower level programmes or growing education. Evidence was needed that steps were being taken.</p> <p>The meeting agreed that this evidence would be sought from all 3 countries – Sri Lanka, Pakistan and India – in conjunction with their obligations as territories.</p> <p>JS further requested that there should be a moratorium on any further territorial applications as the gift of Territorial status resulted in a removal of education income and a lack of visibility of education standards and their maintenance. The meeting agreed this in principle.</p>	KN/JS / KB
9.0	<p>Any Other Business</p> <p>SR thanked PB for his Presidency and leadership of the organisation over the last 2 years. The Trustees endorsed this with a vote of thanks and a presentation. No other business was reported.</p>	
10.0	<p>Date of Next Meeting</p> <p>Provisional Meeting dates for 2017 were shared and will be issued once IAC and IESC dates have been confirmed.</p> <p>The next Council of Trustee meeting will be on Thursday 16 February at midday GMT.</p>	KN