



The Chartered Institute of Logistics and Transport Malawi Branch 3 Year Strategic Plan

2013 to 2015

The Chartered Institute of Logistics and Transport
MALAWI BRANCH

3 Year Strategic Plan

2013 to 2015

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Introduction to Malawi BRANCH



The Chartered Institute of Logistics and Transport is a worldwide organization with a mission to promote professional career development in logistics and transport.

The original name was the “Chartered Institute of Transport” but with the recent recognition of logistics as a central linkage for transport a decision was made in the new millennium to merge with the Institute of Logistics.

The Institute was established in 1891 and is headquartered in the UK from which it received its Royal Charter in 1926.

Vision

To take active role in all matters affecting the logistics and transport industry in Malawi.

Mission

Consistent with the laws of Malawi, The Chartered Institute of Logistics and Transport (CILT) Malawi Branch strives to support the development and regulation of the profession of Logistics and Transport through active participation in all policies governing the profession in Malawi.

Values

CILT Malawi will work together with all the various stakeholders who are affected by the profession under the following guiding principles/values.

1. Honesty
2. Transparency
3. Accountability
4. Team learning and knowledge sharing
5. Resourceful
6. Trustworthy
7. Disciplined

Strategic Goals

1. To grow active membership base;

2. To establish permanent secretariat, update statutory registration and administration of the Institute;
3. To grow professional programmes to major areas of Malawi;
4. To strengthen partnership with relevant authorities and industry in matters affecting the profession of logistics and transport;
5. To support graduates of CILT programs in the pursuit of their professional careers;
6. To take active roles in regional and international professional forums; and
7. To promote activities that will encourage members to take active roles within the Institute.

CILT MALAWI BRANCH – STRATEGIC PLAN

IMPLEMENTATION PLAN 2013 – 2015

Level	Objectives Narrative Summaries	Objective Verifiable Indicators	Sources and Means of Verification	Assumptions
GOAL 1	TO GROW ACTIVE MEMBERSHIP BASE			
OUTPUT	Growth in membership base	<i>Number of members increase</i>	<i>Training Centres and Secretariat reports</i>	<i>Malawi Economy maintains growth</i>
ACTIVITIES	<ol style="list-style-type: none"> 1. Increase CILT Accreditation Centres 2. Improve Secretariat administration 3. Maintain members data up to date 4. Follow up members issues including dues payment 5. Maintain active membership network and de-list inactive members 	<i>Secretariat data of base registers</i>	<i>Number of active members</i>	<i>Effective Secretariat staff</i>
GOAL 2	To establish permanent secretariat and administration of the Institute	<i>Number of permanent staff and secure office area</i>	<i>Number of staff and affordable offices</i>	<i>Offer of competitive pay and attractive work area</i>

OUTPUT	<i>Permanent secretariat and administration of the Institute in place</i>	<i>Number of Staff compliment and secure office area</i>	<i>Number of staff and affordable offices</i>	<i>Competitive pay and attractive work area</i>
ACTIVITIES	<ol style="list-style-type: none"> 1. Update Registration of the Institute with Authorities from Colonial era; 2. Audit CILT accounts to bring them up to date; 3. Secure land lease or long-term lease of office area; 4. Develop business plans for the office; 5. Establish long-term viability for staffing and equipping of facility; 6. Explore long-term offers by members of offices as an option 	<i>Activity Plans are in place</i>	<i>Registration Communication with Government in place;</i> <i>Accounts are audited by qualified entity and current;</i> <i>Leases are secured</i>	<i>Statutory document ation is up to date;</i> <i>Stable income assurance through dues payment by members</i>
GOAL 3	To expand professional programs to major areas of Malawi	Partners secured	Agreements in place	Economy continues to grow
OUTPUT	<i>Number of Accredited Institutions increase</i>	<i>Quality Partners</i>	<i>Quality partners</i>	<i>Expansion of current institutions make business sense</i>
ACTIVITIES	<ol style="list-style-type: none"> 1. Consolidate workings of current accredited institutions 2. Support and lobby 	Agreements with CILT and Institutions maintained	Agreements in place	CILT maintains reasonable fee levels

	<p>for employment of CILT graduates</p> <p>3. Negotiate for reasonable fee structures</p> <p>4. Assist accredited institutions with updates on course delivery programs</p>			
GOAL 4	To strengthen partnership with relevant authorities and industry in matters affecting the profession of logistics and transport	Active networking with government and industry	Recognition of products	Maintains quality products
OUTPUT	<i>Healthy Working Agreement or Understanding with Government and Industry</i>	"	"	"
ACTIVITIES	<p>1. Establish close working network with government and industry</p> <p>2. Play active role in shaping public policy in logistics and transport</p>	"	"	"
GOAL 5	To support graduates of CILT programs in their pursuit of their professional careers	Quality products	Quality products	Standards of course work is high
OUTPUT	<i>Graduates of CILT programs get absorbed in the labour market</i>	<i>Graduates are sought after</i>	<i>Graduates are sought after</i>	<i>Training Centres maintain high standards</i>

ACTIVITY	1. Maintain close supervision of CILT programs 2. Ensure course work is relevant to Malawi's needs	CILT Inspections of compliance	Inspections	Course work relevant to Malawi needs
GOAL 6	To take active role in regional and international professional forums	Delegates from Malawi attend regularly	Delegates attend CILT meetings	Funding is sourced
OUTPUT	<i>CILT and its members attend and at times host regional and international meetings organized by CILT organs</i>	"	"	"
ACTIVITY	1. CILT secretariat keeps members informed of all forums both regional and international through regular newsletters and issues 2. CILT Secretariat keeps abreast with government and industry on events taking place 3. CILT budgets/bids for hosting regional forums	Members are kept informed " "	Members are kept informed " "	Regular information flow between members and Secretariat
GOAL 7	To promote activities that will encourage members to take active roles within the Institute	Regular communication between Secretariat and members	Regular communication between members and Secretariat	Active Secretariat

OUTPUT	<i>Constant communication between secretariat and members</i>	"	"	"
ACTIVITY	1. Regular newsletters to members by Secretariat 2. Monthly CILT professional forums are organized	"	"	"