

The Chartered Institute of Logistics and Transport
Women in Logistics and Transport
Meeting on 11 June 2017 in Macao

On the occasion of the International Convention held in Macao, a meeting of Women in Logistics and Transport (WiLAT) was held on 11 June 2017 in Sheraton Grand Hotel Macao. The meeting was convened by Global Convenor, Aisha Ibrahim. Other attendees included WiLATs from China, Hong Kong, Malaysia, Mauritius, Nigeria, Pakistan, Singapore and Sri Lanka and IVP Tom Maville. The meeting started at 2:30p.m. beginning with a group discussion and meeting to cover 9 agenda items.

1. Welcome

The meeting welcomed the newly formed WiLAT, Li Tong Chairperson from China and noted the following new appointments namely:

- (a) Doreen Owusu-Fianko (Regional Co-ordinator Africa)
- (b) Dhashma Karunaratne (new WiLAT Sri Lanka Chairperson)
- (c) Amy Ooi (WiLAT Malaysia Chairperson – January 2017)
- (d) Sarabe Chan as WiLAT Myanmar contact

2. Notes of last meeting (8 January 2016 Singapore)

Meeting received the notes of meeting held on 8 January 2016 in Singapore and noted the following:

- (a) WiLAT Asia Forum was formed on 8 January 2016 with the signing of Memorandum of Understanding (MOU) held at office of CILT Singapore. Ms. Sharifah Halimah was appointed as WiLAT Asia Forum Co-ordinator as from 8 January 2016. CILT was considering an Asia Forum comprising Territories and Branches in Asia, if this is formalized, WiLAT Asia Forum would be part of the CILT Asia Forum.
- (b) Formal appointment of Vicky Koo as Deputy Global Convenor and Kelly Lee as Global Treasurer as from 8 May 2016 took place in Montreal.
- (c) New website www.wilat.org was in operation since 5 March 2015 and members were encouraged to upload information on the webpage.
- (d) Work in producing a WE book was advanced to take advantage of better funding available for the convention in Macao which WiLAT Hong Kong took part in organization. The book 'WE Inspire, WE Impact' was included in the conference pack and was successfully launched and unveiled on 11 June 2017. The WE book is accessible on CILT International and WiLAT website.
<http://www.wilat.org/home/we-book/>

3. **WiLAT Operation Guideline**

- (a) The meeting adopted the guideline which was a more generalized version based on the original guidebook developed by Sri Lanka. There were some discussions on the categories of membership (FCILT, CMILT and MILT), student members, friends and supporters and noted that membership categories were agreed in WiLAT Global meeting in Sri Lanka in 2013. As such, during the next report period, WiLAT Countries are to report according to those membership categories.
- (b) Attendees each received a copy of the Operation Guide which would be uploaded in WiLAT website by **WiLAT Hong Kong**.
- (c) It was agreed that statistics on page 9 of the Guide would be collected by WiLAT countries. Statistics would be compiled on a calendar year basis (ending December) and they would be submitted to Deputy Global Convenor by January each year (a summary table produced for Macao meeting attached with the notes). It was noted that Nigeria which charged a WiLAT membership fee could have a lower membership number compared to other countries where members were admitted free.

4. **CILT new brand guidelines**

Members noted the new brand guideline and were pleased with the distinguished brand and sophisticated layout. However, WiLAT raised concern on the letter head as there is no reference to WiLAT and did not carry the WiLAT logo. It was agreed to raise with International that the letter head would include a smaller WiLAT logo in the bottom of the front page. WiLATs have been established in African and Asian countries where there are no CILT territories and branches and a CILT standalone logo would not be suitable. This would be raised with CILT International **by Aisha Ibrahim and Vicky Koo**.

(Post meeting note: Vicky talked to Steve Rinsler and Keith Newton in the evening of June 11. Verbal agreement to insert the WiLAT logo was reached. Email follow up to justify the request is needed. D Chan will undertake to amend WiLAT Brand Guideline once revised design is available.)

5. **Funding for WiLAT activities**

- (a) The problems encountered by WiLAT is that not all Territories or Branches support the attendance of WiLAT at CILT international convention.
- (b) Among all WiLAT chapters, CILT local office support is inconsistent. Some are allowed to raise its own fund for WiLAT activities while some were hindered to raise fund; and the use of fund was questioned.
- (c) In general, there should be an understanding that given WiLAT is a chapter within CILT, resources should be provided for WiLATs. WiLAT attendance in CILT Annual International Convention should be supported. Option should be provided to allow WiLAT to raise its own fund for WiLAT activities. Banking facilities should be provided by CILT for such purpose.
- (d) With the formalization of WiLAT, CILT International would be approached to help set practices internationally to enable WiLAT Chairpersons, Regional Co-ordinators and key global representatives to attend CILT Annual International Convention through local CILT funding similar to YP. Also, the local WiLAT Chairperson should be invited as a member of the local CILT Council to facilitate communication.

6. **Production of 2017/18 Annual report**

- (a) The meeting noted that the WE book which captured the profiles of existing chairpersons would be produced once every 4 years in line with WiLAT new terms of office so that new chairpersons would be covered.
- (b) Annual report would continue to be produced. Sri Lanka has agreed to co-ordinate the 2017/18 report assisted by D. Chan and an annual report 2017/18 chat group would be established (by **Sri Lanka**) in the first instance. It was agreed that information from Chairpersons would be collected every two months so that information can be used for IMC meeting by Deputy Global Convener and these bi-monthly reports would become the 2017/18 annual report (see item 7).
- (c) Based on past experience, better communication and quick response would be helpful and all WiLATs would need to support each other as we are putting in our own time. Countries which do not provide input to (b) would run the risks of their activities not captured.

7. IMC Bi-Monthly reporting

To ease the bi-monthly reporting to the IMC, it was agreed that Vicky will share the schedule of the IMC meetings with Chairpersons and establish the timeline for submission to IMC.

8. Formation of WiLAT Chapters in CILT Territories, Branches and Sub-Regions

- (a) For the year 2017, Indonesia is planning to set up WiLAT Indonesia. Sharifah will be coordinating with Miss Tri Anggraeni (CILT Indonesia Liaison Officer) on such establishment. Formation of WiLAT Myanmar will be coordinated by Dorothy.
- (b) Noted from Aisha the need to split the Africa Region into sub-regions with Doreen as Co-ordinator while sub-regional heads will be Facilitators. This could comprise West Africa, East Africa, South Africa, Central Africa and North Africa. There would be a regional discussion on this plan.

9. Events

Subject to further advice from Li Tong, members noted the possibility of a WiLAT China gathering in Xuzhou, China in October. A conference would be organized by CILT China and CILT members would be invited to attend.

Aisha Ibrahim thanked members for attending meeting and thanked Dr. Dorothy Chan, Global Advisor for producing the WE publication and Vicky Koo for organizing the meeting and WiLAT Gala Dinner and Talent Show. Appreciation also goes to Hong Kong in facilitating visa applications from Nigeria.

Despite the typhoon warning, the meeting ended with a resolve to observe Founder's Day/Anniversary Walk on the next day, 12 June 2017 but would change to an indoor path.

There being no other business, the meeting ended at 5:15 p.m.

Prepared by: D Chan, Global WiLAT Advisor

Reviewed by: Aisha Ibrahim, Global Convenor

Date: 30 June 2017

	Country	Number of WiLAT members	Number of Friends of WiLAT	WiLAT converted to CILT in the past 12 months	Number of volunteers recruited	Number of activities hosted (regardless of size)
1	WiLAT China	21	0	0	12	1
2	WiLAT <i>Gambia</i>					
3	WiLAT <i>Ghana</i>					
4	WiLAT <i>Hong Kong</i>	390	135	0		19 (including CALF)
5	WiLAT <i>India</i>					
6	WiLAT <i>Ireland</i>					
7	WiLAT <i>Malaysia</i>	1000	732	NIL	25	4
8	WiLAT <i>Mauritiu</i>					4
9	WiLAT <i>Middle East</i>					
10	WiLAT <i>Myanmar</i>					
11	WiLAT <i>Nigeria</i>	60	10	5	NIL	8
12	WiLAT <i>Pakistan</i>	39				7
13	WiLAT <i>Singapore</i>	15	100	NIL	10	4
14	WiLAT <i>South Africa</i>					
15	WiLAT <i>Sri Lanka</i>					
16	WiLAT <i>Tanzania</i>	85	0	4	0	1
17	WiLAT <i>Uganda</i>					
18	WiLAT <i>Zambia</i>	70	10			2
19	WiLAT <i>Zimbabwe</i>	40	20	NIL	5	5