



Draft Minutes International Management Committee

Thursday 15 February 2018; 11:00 GMT

Transaid, London / Teleconference

Present:	Name	Position	Initials
In person	Kevin Byrne	International President	KB
	Steve Rinsler (Chair)	Hon. Secretary & Trustee	SR
	Radzak Malek	President Elect & IVP	RM
	Finbarr Cleary	IVP	FC
	Keith Newton	Int. Secretary General	KN
By phone	David Pugh	Hon. Treasurer & Trustee	DP
	Francis Ehiguese	IVP	FE
	Neville Binning	IVP	NB
	Romesh David	IVP	RD
	Giles Legault	IVP	GL
	Kevin Richardson	CEO CILT UK	KR
	Andrew Weatherill	Director of Finance	AW
	Harriet Leung	CILT Hong Kong	HL
	Vicky Koo	WiLAT Deputy Convenor	VK
	Ceri Williams (part)	Int. Communications	CW
	Marcin Paweska (part)	CILT Poland	MP,

Apologies

Rupert Nichols, Alan Jones, Sunny Ho, Teete Owusu Nortey, Aisha Ali Ibrahim, Elliot Price, Jan Steenberg, Jon Harris

No.	Item	Action
1.0	Welcome SR welcomed members to the meeting.	
2.0	Minutes of Meeting on Tuesday 28th November 2017	
2.1	Matters Arising:	
2.1.1	SR discussed the importance of Education Champions. KN reported that ECs had not been joining IESC meetings and requested that IVPs feedback on the reason for the lack of participation in their regions	IVPs
2.1.2	KR reported that Women in Logistics would join the Institute in UK from next month as part of the Diversity and Inclusion Forum. SR congratulated KR on his efforts and proposed a watching brief on progress. Members can contact KR or Richard Atkinson in UK for further information.	ALL

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| 2.1.3 | IVPS were asked to be aware of and promote our core education offerings within their countries. | IVPs |
| 2.1.4 | The meeting approved the country fee increase from £1.90 to £2.00 for 2018 invoices. | |
| 2.1.5 | KN reported that until the invoices are issued we will be uncertain whether this will generate additional income because of fluctuations in membership figures. | |
| 2.1.6 | SR requested that all members read the Forum Protocol Document and address any questions to KN. | ALL |
| 2.1.7 | KN circulated the bid process proposal for Convention 2020. SR emphasized the importance of Convention remaining cost effective for members. | |
| 2.1.8 | KN confirmed that in response to item 6.3.2 and a question from FC, Poland is now a branch and the branch certificate documentation will be completed shortly. | |
| 2.2 | The minutes were approved as an accurate representation of the meeting for posting on the international website. | |
| 2.3 | KB thanked SR for his work as Chair of IMC over the past 12 months and introduced President Elect, Radzak Malek, who will now take over the role.
SR thanked the meeting for their support and wished RM the best for the future
RM thanked COT for placing confidence in him and looks forward to his new role | |

3.0 IVP Reports & Key Developing Groups

3.1 IVP Reports

3.1.1 South East Asia IVP Report (RM)

Report Circulated

3.1.2 Nigeria IVP Report (FE)

No report circulated

FE reported the challenge in Nigeria of encouraging women to participate in the CILT programme and requested support. YPs are growing but also lack support in Africa.

RM announced that he will come to Nigeria for Africa Forum and will be pleased to discuss WiLAT and YP issues with FE

RM/
FE

3.1.3 Africa IVP Report (TON)

No report submitted.

3.1.4 Americas IVP Report (GL)

Report circulated

CILTNA Quebec Chapter is hosting a one-day conference on Innovation and our Logistics and Transportation industry. The conference will focus on the increasing role of women and young professionals in our industry and 80% of the speakers are women.

GL to forward date of AGM once agreed. KN requested avoiding a clash with Malaysia Convocation and China Conference, both also in November.

GL

3.1.5	Australasia IVP Report (NB) Report circulated. NB welcomed questions from members. FC reported that CILT Ireland also have contacts in The Philippines., as do CILT Malaysia. FC, RM and NB to liaise	FC / RM / NB
3.1.6	South Asia (RD) No report submitted. RD reported that Sri Lanka council elections will be held next month and with Gayani as the sole nomination at present this may result in a female President.	
3.1.7	East Asia (SH) No report submitted.	
3.1.8	Europe & Middle East (AJ/FC) Report circulated RD requested clarification of the education section. KN confirmed that as a result of change in the education business the education finance processes were being moved from Ireland to International with 6 months notice served on December 19 th 2018. CILT Ireland has detailed concerns about process adherence and these have and are being responded to. KN noted that the education business had grown from less than £100k in 2012 to £368k in 2017 and the success was a shared one with CILT Ireland being important contributors to that success.	
3.2	WiLAT Report Report circulated in pre read documentation. Members are asked to forward any questions to VK/AA.	ALL
3.3	YP Report No report circulated KN to follow up with EP	KN
4.0	Strategy & Finance	
4.1	Education / IESC Report	
4.1.1	KN drew the attention of the meeting to the paper circulated on e learning and requested that IVPs take this back to their countries. Members are requested to report back to JS/JH with any education questions	ALL
4.1.2	KR highlighted the cost involved in developing e learning modules. The UK experience was only a small return on investment.	
4.1.3	SR reinforced the importance of UK qualifications being regulated in relation to e learning.	
4.1.4	FE questioned the risk to current International programmes from e learning. KN confirmed that e learning activity should not create a competitive disadvantage for classroom learning. FE raised two other areas of concern and was asked to address these concerns to JH & KN. FE was asked to ensure that the Nigeria Education Champion participates in IESC meetings.	FE

- 4.1.5 SR confirmed that the distinction between TOs and IBs has allowed territories to progress their own activity in education. Territories still need to prove to the IESC that they meet the International Standards for Education in the qualifications and accreditation of teaching establishments. There is no reason why TOs cannot use the international or accredited qualifications and provide country specific certification.
- 4.2 Finance – International Accounts 2017 & Budget 2018**
- 4.2.1 2017 Accounts**
KN advised that the accounts showed a slight surplus above the line and will now be prepared for audit.
- 4.2.2 Budget 2018**
KN explained the draft budget was ready but there will need to be a revision of the International fees income once invoices had been completed in the next few weeks. A similar surplus to 2017 was being budgeted.
- 4.3 Membership Returns and Membership Best Practice**
KN stated that the returns from 2017 demonstrated that 70% of countries were facing falling membership with the growth exceptions being Malaysia, Nigeria, Sri Lanka and Singapore and a few countries standing still. KN explained that 7 inputs on membership benefits had been received from countries and these are being used to develop an international template for membership benefits literature to be available on the DMS in both electronic and print ready formats. This task is currently in progress. KB expressed the importance of this subject and the proposal from FC to explore this at convention would be planned in to the convention agenda. FE expressed the importance of government & industry recognition both for membership and education.
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- 5.0 Conferences & Conventions**
- 5.1 Africa Forum in Abuja – March 14th to 16th 2018**
FE updated the meeting. The venue has been secured and YP & WiLAT are heavily involved. Delegate attendance and bookings are low at present & countries are being followed up. Speakers are in place and being finalised. FE reported also on the successful partnership with the West Africa Multimodal Conference in Lagos on Jan 23/24 with CILT Nigeria as main sponsors
FE requested other countries and individuals to join the Forum in March ALL
- 5.2 International Convention in Poland**
MP joined the call. MP stated that the payment system was undergoing final testing on Friday and planned then to go live. MP explained the visa process needed and plans for Poland support for delegates. SR and others requested information on the best flights in and where. MP said Frankfurt had flights to Wroclaw every 4 hours and was the best European hub but that

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- flights also to Warsaw would link into Wroclaw. MP to clarify on the web site and also advise on visa process if coming into another EU airport. KN requested that urgency was now applied to getting the website and visa process live and requested MP to advise if more support was needed. MP
- 5.3 Other Events in 2019**
 KN advised the meeting of the plans for the China conference to be in Changsha with the date to confirmed but in November. KN informed the meeting that the small team to support the conference had been reconvened and included KN, CW, FC, KB, Dorothy Chan, VK, Karmjit Singh and CH Loh. KN also advised that discussions were going on to hold a possible conference in Khorgos Gateway, Kazakhstan with CILT China & CILT Kazakhstan.
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- 6.0 Any Other Business**
 RM informed the meeting of the CILT Malaysia AGM, which had updated the constitution. RM also informed the meeting of the TS designator that he had been awarded in Malaysia and that gave CILT an opportunity to have a focus on technology and use this credential to further the profile and work of the Institute (please refer to the report from IVP Malaysia)
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- 7.0 Date of Next Meeting:**
 Thursday 3 May 2018 11:00 GMT / 12:00 BST in London / Teleconference
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