



**The Chartered  
Institute of Logistics  
and Transport**

# **Women in the Chartered Institute of Logistics and Transport WiLAT Forum Guidelines**



## CONTENTS

1. The Foundation of WiLAT
2. Vision and Mission
3. Introduction

### Section I

4. Governance
  - 4.1 Structure of WiLAT Governance
  - 4.2 WiLAT Global Council (WGC)
  - 4.3 WiLAT Steering Committee (WSC)
  - 4.4 Objectives of WiLAT Steering Committee (WSC)
  - 4.5 WiLAT Steering Committee (WSC) Quorum
  - 4.6 Global Convenor's Role
  - 4.7 Global Advisors' Role
  - 4.8 Deputy/Vice Chairpersons' Roles
  - 4.9 Tenure
  - 4.10 Global Ambassadors
  - 4.11 Sponsorship

### Section II

5. The Formation of Territorial WiLAT Forum
  - 5.1 Territories WiLAT Forum Committees – Terms of Reference (TOR)
  - 5.2 Annual Plan
6. Financial Arrangement
7. Global Communication
8. WiLAT Statistics

### 1. The Foundation of WiLAT

The first women group in the Chartered Institute of Logistics and Transport (the Institute) was founded by Aisha Ibrahim of the Institute in Nigeria. It became a formal Forum of the Institute in 2013 when Women in Logistics and Transport was launched globally at the Institute's annual convention on 3 June 2013 in Sri Lanka. Aisha Ibrahim was nominated as the Global Convenor and the convention adopted the formal name "Women in the Chartered Institute of Logistics and Transport" and "WiLAT" as the abbreviation. The connotative WiLAT logo was designed by Dr Dorothy Chan and female supporters in Hong Kong using the initial of 'W'. There were WiLATs in 12 countries in 2013 and by 2017, it has grown to 19 countries.

WiLAT is a Forum within CILT and this guideline document sits under the protocols for Forums described in Forum Protocol Document issued in November 2017

### 2. Vision & Mission

**Vision:** To be the most sought after for advocacy, professionalism and empowerment of women in Supply Chain, Logistics and Transport.

**Mission:** to promote the status of women in Supply Chain, Logistics and Transport, to bring together those who support talent and career development of women and to provide a support network and mentoring opportunities for women in the sector.

**Our Logo:** The initial letter of "W" for women is replicated as a flying bird to signify that women are flexible, industrious, holistic, strategic and elegant. Birds are usually gregarious and work in team which is also the core value in our logistics and transport world.

“W”  
Women



### 3. Introduction

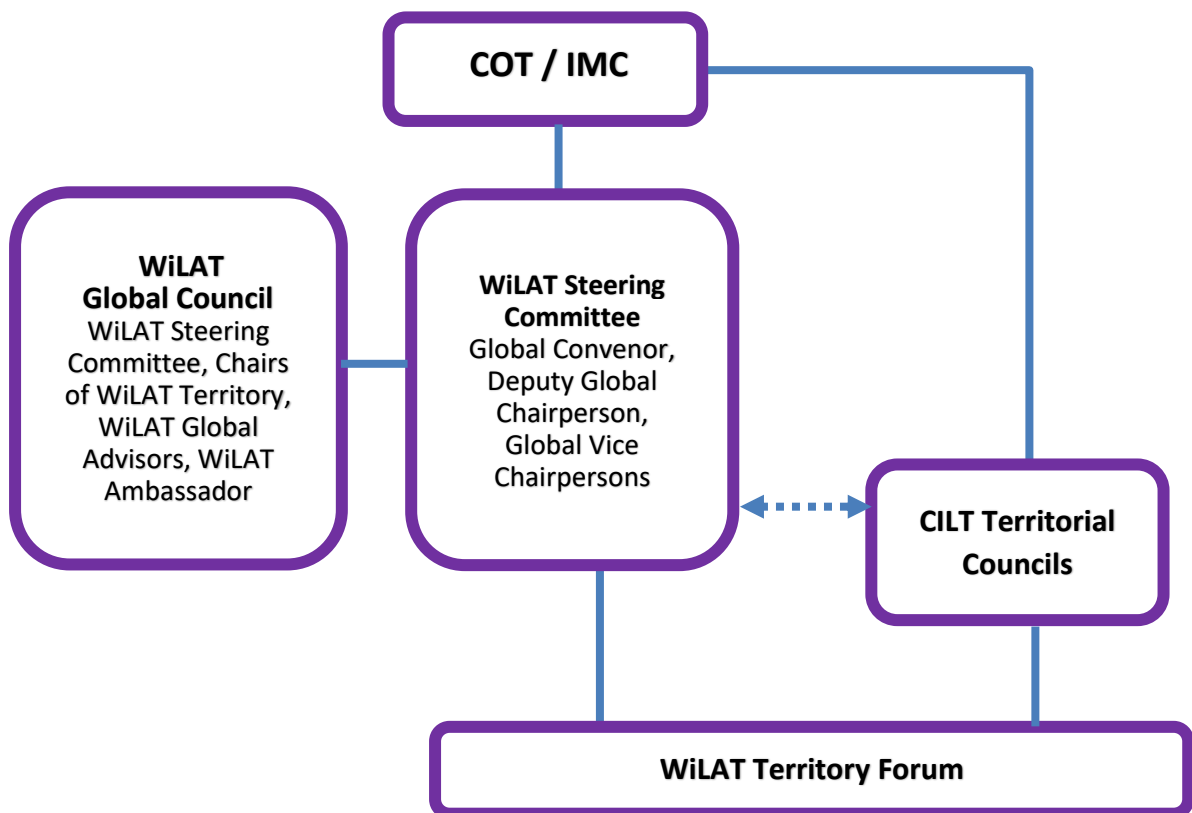
This document sets out the guidelines on the structure and operation of Women in Logistics and Transport (WiLAT). It is in 2 sections. The first section covers the global meetings and organization and the second section covers the local Territorial WiLAT Chapters.

[These operating guidelines were agreed by COT in May 2018 and with final amendments then agreed by the COT in September 2018. Changes or variations should be agreed by the WiLAT Steering Committee (WSC) and the Council of Trustees (COT). These operation guidelines follow the CILT Forum Protocol accepted by the COT for all Forums dated 4<sup>th</sup> November 2017]

## Section I

### 4. Governance

4.1 Women in Logistics and Transport in different Territories meet once a year at the CILT International Convention. To facilitate the annual meeting and to provide the platform for cross fertilization, the Institute has established a WiLAT Steering Committee which reports to the Council of Trustees and the International Management Committee. The structure of the WiLAT governance is:



**Note:** Of the Global Vice Chairpersons, 1 of them is Vice Chairperson of External Relations and Publication and others would represent the 7 designated IMC regions: Africa, South East Asia, East Asia, South Asia, North America, Europe & the Middle East, Australasia. Sub regions with additional Global Vice Chairpersons can also be created by the WSC where appropriate for local focus, e.g. North & West Africa, South & East Africa, Europe, Middle East.

#### 4.2 WiLAT Global Council (WGC)

This Council meets at least annually at the International Convention. The meeting of the Global Council is called by the Global Convenor and will comprise WSC, the Chairs of the Territory WiLATs, the WiLAT Global Advisor(s) and the Ambassador(s). A

yearly statement of progress will be presented by the Global Convenor to the Global Council and at the annual International Convention. The objectives of the Global Council are to facilitate exchanges among Territorial WiLATs and for the WiLAT Steering Committee to report back to Territorial WiLATs on global activities and to seek endorsement on future plans.

#### **4.3 WiLAT Steering Committee (WSC)**

There will be a WiLAT Steering Committee that provides advice to all the Territory WiLAT Committees on strategy and development. It is also responsible for setting the agenda for the WiLAT Global Council meetings.

The WSC will be formed comprising the WiLAT Global Convenor (Chairperson), Deputy Global Chairperson and [7 plus] vice Chairpersons. The number of members in WSC is to be reviewed in annual basis. The Steering Committee shall meet every 3 months and more frequently as needed and take an active role to connect WiLAT to key / critical contacts for the development of WiLAT. The WiLAT Global Advisors and Ambassadors can be invited to join meetings of the WSC.

The WiLAT Global Convenor will be a member of the International Management Committee (IMC). The Deputy Global Chairperson will attend IMC if the Global Convenor is unable to attend.

WSC will propose the WiLAT Strategy to the IMC and prepare quarterly reports.

#### **4.4 Objectives of WiLAT Steering Committee (WSC)**

- To support CILT to promote women in supply chain, logistics and transport.
- To encourage empowerment of women in supply chain, logistics and transport industry.
- To organize activities and sharing session to pursue women's development.
- To provide steer to the WiLAT Territory Chapters.
- To promote awareness of WiLAT activities and to facilitate the formation of Territory WiLAT chapters in collaboration with other related groups which share the same objectives.
- To do any other things to enhance the status of women in supply chain, logistics and transport industry.
- To raise fund to support WiLAT activities.
- Where WiLAT exists in a Territory with no local CILT Territorial Council, the WiLAT Branch will assist the CILT Secretary General and IVP to form a local CILT Branch.

#### **4.5 WiLAT Steering Committee (WSC) Quorum**

There should not be less than [Five (5)] persons at a WiLAT Steering Committee Meeting

#### 4.6 Global Convenor's Role

The Global Convenor provides advice to WSC on the growth and development of WiLAT internationally, participating in the Territorial WiLAT activities and co-ordinating the annual WiLAT Global Council Meeting. She chairs the WSC and WGC and is responsible to present the yearly statement of progress to WGC and IMC.

#### 4.7 Global Advisors' Role

Global Advisors are to be appointed by WSC for a term of three years. They provide advice to WSC on the growth and development of WiLAT internationally and promote the interest of women in logistics, supply chain and transport industry. They should endeavour to attend WiLAT Global Council Meeting.

#### 4.8 Deputy/Vice Global Chairpersons' Roles

The Deputy/Vice Global Chairpersons will sit on the WSC and oversee key areas of WiLAT's growth and performance.

- a. **Deputy Global Chairperson [existing name is Deputy Global Convenor]:** Assist the Global Convenor in setting the agenda for WiLAT Global Council meeting. Promote the brand of WiLAT in the industry to create awareness and source for funding and support from major organizations. Funding and support sourced is for the use of WiLAT activities. Regularly report to the Committee of the progress and opportunities identified.
- b. **Vice Chairperson of External Relations and Publication:** Develop external links and produce WiLAT annual report. Provide support to newly formed WiLAT Chapters. Collaborate with CAfricaF, CAsiaF and YPF. Proposed activities along the 4 strategic thrusts.
- c. **Vice Chairpersons of regional leadership [existing name: Regional Coordinators]:** Propose and develop links in their regions with women groups which may be interested in establishing WiLAT. Develop local committees and ensure they integrate with the local CILT Territorial Organisation and with the WiLAT organisation. **Note: The Vice Chairpersons would represent the 7 designated IMC regions: Africa, South East Asia, East Asia, South Asia, North America, Europe & the Middle East, Australasia. Sub regions with additional Global Vice Chairpersons can also be created by the WSC where appropriate for local focus, e.g. North & West Africa, South & East Africa, Europe, Middle East.**
- d. The Global Convenor, the Chairpersons of the Territorial WiLAT Forum, the Deputy/Vice Chairpersons and other members (Advisors), as far as possible shall be elites from the supply chain, logistics & transport industries or government policy makers or young professionals. Persons with appointments at the International level can be nominated to the WSC but subject to the conditions

in paragraph 5.1 below. Vice Chairpersons shall recruit Members to support their respective functions through a functional committee and they are encouraged to provide opportunities to YP (Young Professionals) whenever feasible. Nomination of the Committee Members by VC shall be vetted by the WSC prior to appointment.

#### 4.9 Tenure

The tenure of the WSC members is three (3) years and they can be re-elected for a further term of three (3) years. The first WiLAT Global Convenor (Chairperson) and half the committee would take office for a period of four (4) years (From 1<sup>st</sup> July 2016) and the other half will retire a year after to provide continuity. WSC members will be elected during November and take office on the 1<sup>st</sup> January. Successors for global convenor may be identified among WSC members or WSC members can agree to nominate outstanding female leaders to be the next Global Convenor. Each region can nominate the candidate to be a potential successor through their regional Vice Chairperson after going through their own democratic process. The WiLAT Global Convenor will announce her successor (after consultation and agreement with the COT) in the final year of her term to ensure smooth transition. The immediate Past Convenor, Aisha Ali Ibrahim, as the person who founded the idea of WiLAT will have an honorary ex officio emeritus seat in WSC. Co-option of WSC members is permitted: no more than two (2) persons should be co-opted at any one time and their term of co-option cannot exceed two (2) years.

The period of term for first WiLAT Chairperson shall be four (4) years to help the formation of WiLAT. It is expected that there will be a succession plan and the new Chairperson could serve for a period of three (3) years. Local WiLAT Forum committees have the same three (3) year tenure.

#### 4.10 Global Ambassadors

WSC can nominate a person of significant contribution to supply chain, logistics and transport as a WiLAT Ambassador. Their nomination needs to be approved by COT and they will be awarded a certificate signed by the CILT President. They can hold that role for a period of two (2) years at which time the honour can be renewed.

#### 4.11 Sponsorship [Global Fund]

Should WSC wish to collect monies from corporate (or individual) sponsorship, CILT Countries or CILT Members then

- a. It should gain the authority of CILT to do so through the IMC/COT
- b. The money must be held in a separate deposit account in a regulated retail bank managed by WiLAT and audited by the CILT Territorial Organisation providing the administration of the WSC, in this case currently with CILT Singapore.
- c. That proper accounts of the collection and use of the money must be kept and presented by CILT Singapore or the approved country to WSC Members and the CILT Audit committee on a bi-annual (every six months) basis, and the bank account statement should be presented to WiLAT meeting in ICM of CILT on an annual basis.



- d. Should the money on account exceed 18 months' budgeted expenditure at any time then the excess money then the CILT Audit Committee may requests its transfer to CILT International
- e. Should there be a call for the use of the transferred money at a later date then cash for an agreed business case will be returned should the Institute have the free cash to do so.

## Section II

5. **This section provides a description on the formation of Territorial WiLAT Forum. (The term "Territorial" or "Territory" in this document applies to both Territories & Branches). These are guidelines and where local legislature conflicts then the application of these guidelines should be modified accordingly & agreed at Council level.**

### **5.1 Local Territories WiLAT Committees - Terms of Reference (TOR)**

At the initial stage, WiLAT can be formed by local CILT female members or can be initiated by groups which share the same objective. Where the number of WiLAT members warrants a Territory Committee, WSC can agree with the Local CILT Territorial Council that a local WiLAT Forum be setup. The Local WiLAT is accountable to the WSC and to the Local CILT Territorial Council. The TOR is provided for governance and cannot be modified without the approval of the WSC and the local CILT Territorial Council.

Consultation between WSC and local CILT Territorial council on the appointment of local Territory WiLAT Chairperson is required. The local territory or branch has the delegated authority for CILT from the Trustees so that the final decision rests with the territory or branch council.

#### **a. Objectives**

- To support CILT in their Territory to promote women in supply chain, logistics and transport.
- To encourage empowerment of women in supply chain, logistics and transport industry.
- To organize activities and sharing sessions to pursue women's development in the local Territory.
- To liaise with other WiLAT Local Territory Chapters.
- To promote awareness of WiLAT activities and WiLAT's participation in other related groups.
- To do any other things to enhance the status of women in supply chain, logistics and transport industry.
- To raise fund to support WiLAT activities.

#### **b. Quorum**

There should not be less than [three] persons at a Local WiLAT Committee Meeting

**c. Membership**

**Chairperson:**

Nominee who must be a [Member] or [Chartered member] and a CILT Local Council Member elected by the Territory Members. The local CILT Territorial Chairman (President) would consult WiLAT Global Convenor on the nomination. Where the person is not yet a member of their Local Territorial Council then the Council will co-opt them on their being appointed Chairperson.

**Vice Chairperson:**

The Vice-Chairperson must be members of the WiLAT and the CILT and be appointed by the Chairperson. There could be more than one Vice Chairperson.

**Committee Members:**

At least one other CILT Territorial Council Member (Male and Female) who are interested in the work of WiLAT

**Members:**

All female members of CILT are members of WiLAT

**Friends of WiLATs:**

Territory can introduce Friends of WiLAT (FOW) category for male members of the Institute and supporters of both genders.

**Advisors:**

Members and non-members of the local CILT to be appointed by the Chairperson with the agreement of the Local CILT Council. Advisors do not have a vote on the Committee.

**d. Terms of Office**

Terms of office should be consistent with local territory or branch rules for Council members. As a guide Committee members are appointed for a three (3) years term, but this term may vary locally. Committee members may be re-appointed no more than once. There should be at least [five] Committee members. The Chairpersons term of office is in addition to any time they have spent as Committee Members.

**e. Meeting Schedule**

The Committee meets at least once every two months. This can vary according to local circumstances.

Committee members are expected to attend at least [50%] of Committee meetings.

- f. Local Territory WiLAT Chairperson should update the composition of the local Committee when changes arise.

Note: Figures in [ ] can vary according to the composition of the local WiLAT.

**Membership** (Criteria based on WiLAT Global meeting in Sri Lanka in 2013)

<b>1. Objective</b>	To foster the development of women in supply chain, logistics and transport	
<b>2. Positioning</b>	- Target group of WiLAT - To provide unique value to female members by focusing on their professional needs and interests	- Supporters of WiLAT - To support and promote the gender diversity in the supply chain, logistics and transport industries - A platform for potential members to learn about CILT& its membership
<b>3. Eligibility</b>	Female member of CILT	- Male member of CILT - Non-member of CILT (Anyone in the logistics and transport sector who is interested in WiLAT)
<b>4. Registration</b>	Automatically become member, provide opt-out	Registration form
<b>5. CILT Membership</b>	Align with current CILT membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT	Existing male member: Align with current CILT membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT  Non-member: To facilitate non-member to apply for CILT membership at Affiliate or other grades.
<b>6. Local Communication</b>	Email as official communication channel to members and friends <ul style="list-style-type: none"> <li>• Events news</li> <li>• Link for accessing “past event” photos in <a href="http://www.wilat.org">www.wilat.org</a> and Facebook page (if any)</li> <li>• Link for accessing “CILT newsletter” in CILT website</li> </ul> Facebook / LinkedIn as an additional official online platform	
<b>7. Event registration</b>	1 <sup>st</sup> priority: WiLAT members 2 <sup>nd</sup> priority: Friends of WiLAT	
<b>8. Fees</b>	There can be 2 categories of fees for WiLAT, CILT members and non CILT members for fee charging events. Events can be free or sponsors sought.	

## 5.2 Annual Plan

As an example, each WiLAT will prepare an annual plan which can contain:

- a. Signature event, e.g. anniversary celebration
- b. Regular events in form of chat sessions or life enrichment seminars that would give advice and support to the women in the industry
- c. Collaborative events among the women's groups in the Territory of related industry, there may be joint / collaborative events to create synergy with other organizations.
- d. WiLAT Global and Regional events are to be supported as far as possible within manageable resources.
- e. WiLAT can raise fund to support its activities. It may also organize fee charging events. NOTE: Monies collected by WiLAT at all levels must be accounted for properly. They are Members donated money or sponsorship provided to the Institute and its Members. They must be accounted for by the Country Organisation providing the administration to the WiLAT organisation.
- f. If there are invitations on WiLAT attendance of an international /global nature, the Global Convenor would be consulted.
- g. The annual plan would be incorporated into local CILT annual plan and subject to discussion with local CILT Council.

## 6. Financial Arrangement

For Territorial or Branch WiLAT Committee, the monies collected must be held by the Local Territory CILT Committee in a separate bank account with two joint signatories or a separate account within the Territorial Bank account: The Chairperson of the Local WiLAT and a WiLAT Committee Member. The Chairman of the local CILT Territorial Council or a designated alternative would be the second signatory if the amount exceeds ceiling amount established by the local CILT Territorial Council and WiLAT Forum Committee. Management of the WiLAT account should follow practices and procedures set by the local Territorial Council for matters such as budgeting and accounting.

## 7. Global Communication

WiLAT has a Global WiLAT Group on WhatsApp. The group administrators are: Aisha Ibrahim, Nigeria & Global Convenor, Dorothy Chan, Hong Kong & Global Advisor and Annie Shek, WiLAT Administrator. All WiLATs are included in the Group. WiLAT has also established a website [www.wilat.org](http://www.wilat.org). This site must maintain the Brand Guidelines as set out by the IMC and have links to the main CILT web-site. User ID is provided to all WiLATs and WiLAT Hong Kong is the manager of the website. A tutorial document is also available to facilitate posting of events, conference materials and speeches and including WiLAT Annual Report. The post can be found in 2 places in FORUM and Gallery so that following the description on activities, photos can be shared. Each WiLAT has a nominated person to manage the posting of stories on the webpage.

NOTE: WiLAT must conform to the CILT Global Brand Guidelines and the CILT and/or a WiLAT logo must be on all communications.

## 8. **WiLAT Statistics**

Collection of statistics will help in presenting the status of WiLAT. Territory chairpersons must keep record of their activities on an annual basis. In line with CILT International, statistics could be compiled on a calendar year basis (ending December) on:

- Local Territory WiLAT Chairperson and Committee members (names)
- 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)