

**The Chartered
Institute of Logistics
and Transport**

Annual General Meeting 2018

20th September 2018

Annual Report 2017/2018

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ANNUAL GENERAL MEETING 2018

29th August 2018

ANNUAL GENERAL MEETING 2018

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) 2018 of the Chartered Institute of Logistics and Transport in Hong Kong will be held on Thursday, 20th September 2018 at 1900 hours at Happy Valley Suites, 2nd Floor, Hong Kong Football Club, 3 Sports Road, Happy Valley, Hong Kong.

AGENDA

1. Welcome address by the President, CILTHK
2. To receive and adopt the minutes of the Annual General Meeting 2017 held on 14th September 2017
3. To receive and adopt 2017/2018 Annual Report of the Council
4. To receive and adopt the Institute's Financial Report for the year ending 31st December 2017
5. To elect Members of the Council for the ensuing term 2018-2020 ending 30th September 2020 (A list of the nominations received as at 31st July 2018 and the Personal Profiles of Nominees are attached in Appendices II and III respectively)*
6. To re-appoint Mr David BEAVES as the Honorary Legal Advisor for the ensuing term 2018-2020
7. To re-appoint Ronald H.T. Lee & Co. as the Honorary Auditor to audit the account for the financial year ending 31st December 2018
8. To present awards and certificates
9. To consider any other business

BY ORDER OF THE COUNCIL:-

[Original Signed]

Joseph CF Tsui, FCILT
Hon. Secretary

MINUTES OF THE ANNUAL GENERAL MEETING 2017

The Chartered Institute of Logistics and Transport in Hong Kong (Incorporated in Hong Kong with limited liability by guarantee)

Minutes of the Annual General Meeting of **The Chartered Institute of Logistics and Transport in Hong Kong** (the Institute) held on 14th September 2017 at 1905 hours in the Function Rooms, 3rd Floor, South Tower, "The Salisbury" – YMCA of Hong Kong, 41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong.

Chairperson: Mr. TSANG Wing-hang, FCILT, President

Present: (see Attendance Sheet)

	Chartered Fellows (FCILT)	18
	Chartered Members (CMILT)	26
In Attendance:	Members (MILT)	2
	Affiliate Members (A)	3
	Student Members (S)	4
	Representative(s) of Organisation Members (OM)	0
	Guests	12
	Staff	5

There being a quorum, the meeting proceeded to business. Mr. TSANG Wing-hang, FCILT, President, took the chair.

1 Welcome address by the Chairperson

The Chairperson welcomed members, Mr. Ronald LEE representing Ronald H.T. Lee & Co, Honorary Auditor, and guests to the Annual General Meeting 2017.

2 Notice of Meeting

The Chairperson noted that the Notice convening the Meeting had been served to members for the prescribed period. The Notice was taken as read.

3 Receipt of Proxy Forms

The Chairperson reported that one (1) Proxy Form had been received from a Chartered Fellow (Mr. Mark MILLAR) in authorising the Chairperson of the meeting, i.e. the President, to be his proxy to vote on his behalf.

The following resolutions were passed:

4 To receive and adopt the minutes of the AGM 2016 held on 20th September 2016

There being no other amendments, the minutes were confirmed. The motion was proposed by Mr. Sunny Lap-kee HO, FCILT, and seconded by Ms. Carolina Lai-ching YIP, FCILT. The meeting adopted the minutes of AGM 2016 as a true and correct record.

5 To receive and adopt 2016/2017 Annual Report of the Council

The meeting received and noted the Annual Report for the year 2016/2017. The Chairperson described highlights in the President's Report as follows:

- a 2.4% increase in terms of membership number in 2016/2017 over the previous year and the Institute would continue the works in membership growth by attracting professionals to be our members and in particular recruiting Organisation Members;
- award presentation ceremony would be conducted in the later session of the AGM including the CILTHK President Award 2017 to Prof. Becky pui-ying LOO, FCILT; and the CILTHK Young Achiever Award 2017 to Mr. Gary Xin-yu ZHANG;
- the Institute continued participating in CILT International affairs/events actively and members were encouraged to participate in two forthcoming events in China in 2017 and Poland in 2018;
- the Institute had been active in promoting public awareness of the Institute by means of organising various CPD activities, academic competitions and industrial competition;
- to attract potential Student Members, introduction of our profession and Institute had been given to freshmen on their Orientation Days; and a new incentive scheme to give a total free Student Membership would be presented in the AGM agenda later;
- 10 submissions of position papers to government bureau/departments had been prepared last year; one of them was an attempt for an inclusion of CILTHK members as individual electors in the Transport Functional Constituency;
- CALF, a training programme, was continued in enhancing young professionals' skill and competency as well as to broaden their networks with experienced executives in the industry.

In concluding the President's Report, Mr. TSANG conveyed his appreciations to the Council Members, committee members, volunteer members and sponsors and working partners for the support and works in the past year.

There were no questions or enquiries raised by members in relation to the committee reports. The meeting confirmed the adoption of the Annual Report 2016/2017. The motion was proposed by Ir Prof. WONG Sze-chun, FCILT, and seconded by Dr. Venus Yuen-ha LUN, FCILT.

6 To receive and adopt the Institute's Financial Report for the year ending 31st December 2016

The Honorary Treasurer, Dr. Kenneth Kam-hung PANG, FCILT, reported that an operating surplus of HK\$93,564 was recorded in 2016 in comparing with a deficit of HK\$6,964 in 2015. At the year end in 2016, both the Institute's net assets and cash equivalents were higher than the year before, the Institute had been maintaining a healthy financial position.

Mr. Peter Yee-chun NG, FCILT, proposed that the Accounts be accepted. The motion was seconded by Mr. William Chak-man CHUNG, CMILT, and Ms. Alice Wai-chong YIP, CMILT, and endorsed by members.

7 To consider and pass a Special Resolution on the Adjustment of the Certification Fee for students undertaking CILTHK accredited programmes with effect from 1st October 2017 (Appendix II)

The Chairperson reported a relatively low figure of new membership received from students undertaking CILTHK accredited programmes in 2015/2016 which was 61 vs the total number of students of 2,826. On top of the current incentive schemes for current students, a new initiative by the Quality Assurance Committee was presented in giving a waiver of membership application fee which was HK\$150 to all eligible

students in attracting their application for CILTHK membership.

There were no enquiries or questions raised by members. 41 votes by Institute Members were recorded in the meeting (i.e. 98% of the eligible votes). The motion on the adjustment of the Certification Fee for students undertaking CILTHK accredited programmes with effect from 1st October 2017 was approved and adopted.

8 To consider and pass Special resolution on the alteration of the Institute's Articles of Association (Appendix III)

The Chairperson explained the motion was in fact passed in the last AGM; however, due to subsequent comments received from the Inland Revenue Department after the AGM and therefore the resolution passed became ineffective as advised by the Companies Registry. The revised Articles of Association therefore had to re-present again for members' adoption.

There were no enquiries or questions raised by members. It was supported by 37 votes by Institute Members (i.e. 88% of the eligible votes). The motion to adopt the alteration of the Institute's Articles of Association was approved.

9 To re-appoint Ronald H.T. Lee & Co. as the Honorary Auditor to audit the account for the financial year ending 31st December 2017

Ir Dr. David Chi-shing HO, FCILT, proposed, and seconded by both Mr. Sunny Lap-kee HO, FCILT, and Ms. Carolina Lai-ching YIP, FCILT, and the meeting endorsed the re-appointment of Ronald H.T. Lee & Co. as the Honorary Auditor for the financial year ended 31st December 2017.

10 To present awards and certificates

10.1 3 Chartered Fellows and 4 Chartered Members were presented with membership certificates by Mr. TSANG Wing-hang, FCILT. Details were as follows:

Chartered Fellows:

- Ms. LIN Kit-yee, Anna
- Mr. Mark Andrew SLADE
- Mr. WONG Kwong-yeung, Simon

Chartered Members:

- Mr. LEE Tsz-tung, Brian
- Mr. Peer Arno SCHMIDT
- Mr. SO Hok-on, Leo
- Mr. WONG Leong-ting, Billy

10.2 CILTHK President Award 2017:

Prof. Becky Pui-ying LOO, FCILT, was conferred with this prestigious award.

- Prof. LOO was the President of the Institute in 2012-2014, International Vice President in 2012-2016 and had been chairing the International Membership Standards Committee till 2017. In appreciation of her long-service and distinguished contributions to the Institute, the industry and the community, Prof. LOO was conferred with the CILTHK President Award 2017.

10.3 CILTHK Young Achiever Award 2017

Mr. Gary Xin-yu ZHANG was selected as the CILTHK Young Achiever 2017.

- Gary had been working at MTR after graduation in 2011 and currently was the Group Station Manager overseeing the operations of the Kwun Tong Line and Tsuen Wan Line. During his job assignments in MTR, he had been involved in various railway projects in Hong Kong and Hangzhou. Gary dedicated himself to

people development to mentor the young Graduate Engineers and Railway Operations Trainees.

10.4 CILTHK Scholarships 2016/2017:

The Institute would like to express our heartfelt thanks to Airport Authority Hong Kong for their donation of the scholarship fund.

One awardee for each academic level was selected by the Judging Panel. The awards were presented by Mr. TSANG Wing-hang, FCILT, to the following students:

- Sub-degree level student: Mr. WONG Chik-ho of HKU SPACE Community College (HD in Logistics and Transport);
- Bachelor degree student: Miss LIANG Wenshan, Iris, of The Hong Kong Polytechnic University (BSc (Hons) in Logistics Engineering with Management);
- Master degree student: Mr. DANG Xinlong of The Hong Kong Polytechnic University (MSc in International Shipping and Transport Logistics) [Mr. DANG was unable to attend the award presentation as he was on a business trip in Shanghai.]

10.5 CILTHK Kerry Logistics Scholarship 2016/2017

Kerry Warehouse (HK) Limited sponsored this new titled scholarship for a term of 3 years 2016-2019. Participating students were required to attend a technical visit at Kerry Logistics PC³ warehouse in Tai Po and then to prepare a presentation on the topic - *The importance of process flow in logistics industry*.

Three awards were presented to one master degree student and two bachelor degree students undertaking CILTHK accredited logistics programmes. The awards were presented by Mr. TSANG Wing-hang, FCILT, and Mr. Alan CHEUNG, Executive Director of Kerry Logistics, to the following students:

- Master degree student: Miss LAU Suet-ying, Alice, of The Hong Kong Polytechnic University (MSc in International Shipping and Transport Logistics);
- 1st Bachelor degree student: Miss TSE Yan-wing of Hang Seng Management College (BBA in Supply Chain Management (Hons));
- 2nd Bachelor degree student: Mr. WONG Chi-kit of The Hong Kong Polytechnic University (BSc (Hons) in Logistics Engineering with Management).

10.6 CILTHK Logistics & Transport Student Final Year Project Award 2017

The objective of the award is to encourage research and writing by students. A total of 8 nominations were received. The Award was sponsored by Airport Authority Hong Kong.

The award was presented by Mr. TSANG Wing-hang, FCILT, to Miss HO Wing-hang, a graduate of BSc (Hons) in Logistics Engineering with Management from The Hong Kong Polytechnic University. Her winning project title was *“Design of a follow up treatment scheduling system for optimising the routing of home care nursing staff in the healthcare industry”*.

10.7 CILTHK Youth Project 2017

The competition was to replace the past's Case Competition. A shortlisted six teams and each had been assigned to take up a real-life case study in a local company. The Young Members Committee (YMC) would like to take this opportunity to thank once again the six companies being Citybus, DHL, Hong Kong Ferry, KMB, Kerry Logistics and MTR in supporting this competition and giving guidance to participating students. The prize for the winning team was two ground theory training at Hong

Kong Aviation Club sponsored by Ir Dr. Paul Hon-yan TSUI, FCILT, Chairperson of YMC.

The winning team went to Miss TANG Yan-man, Peggy and Miss WONG Lok-ting, Angel from the MSc in Urban Planning of The University of Hong Kong whose study was in relation to Citybus on *"The Impacts of Traffic Congestion on Bus Service Quality & Bus Passenger Loyalty in a Competing Operating Environment: a Case Study of 592 Bus Route"* [Both students were unable to attend the award presentation ceremony due to a clash with class schedule].

11 To consider any other business

There being no other business, the Chairperson declared the AGM meeting closed at 1941 hours and thanked members and guests for their attendance.

Recorded by:

Verified by:

Countersigned by:

Harriet M.H. LEUNG
Executive Manager
CILT in Hong Kong

Joseph C.F. TSUI FCILT
Hon. Secretary
CILT in Hong Kong

TSANG Wing-hang, FCILT
Chairperson & President
CILT in Hong Kong

PRESIDENT'S REPORT

By Mr. TSANG Wing-hang, FCILT
President

On behalf of the Council of the Chartered Institute of Logistics and Transport in Hong Kong (CILTHK), I hereby present the Council Report for the year 2017/2018.

In 1968, the Chartered Institute of Logistics and Transport set up its branch in Hong Kong. Since then, the Institute has grown from strength to strength. We were upgraded to become a Hong Kong Section in 1972 and further upgraded to the 'National Council' status in 1991. In 2018, events/activities are organised throughout the year to mark the 50th anniversary of the establishment of the Institute.

HIGHLIGHTS OF THE YEAR

Membership

There were a total of 367 successful new membership applications in the past year representing an increase of 9.76% (+2.4% in 2016/2017). The membership now stands at 1,956. With the Free Student Membership approved in last year's Annual General Meeting, there was an increase of 271 Student Members. The incentive scheme has attracted around 12% of full-time students undertaking CILTHK accredited programmes to join the Institute. We are going to work more closely with programme leaders to attract students to become members to keep the Institute growing. On the other hand, member retention is critical to our long-term success. In this connection, we will put more efforts for creating more membership values and getting members involved in Institute activities and affairs, etc. so to enhancing the bonding between members and the Institute.

The number of successful membership applications and total number of members in 2017/2018 are summarised as follows:

Membership Grade	Number of Successful Applications in 2017/2018	Number of Members as at 31 st July 2018
Organisation Member	3	33
Hon Chartered Fellow	0	0
Chartered Fellow	7	137
Chartered Member	56	1021
Member	11	258
Affiliate Member	16	137
Graduate Member	3	18
Student Member	271	352
Total	367	1956

Note: Memberships elected on/after 1st August 2018 are counted in the year 2018/2019.

As part of the Institute's membership recruitment campaign, the following actions will be taken

- Promotion campaigns/referral scheme targeting new Organisation Members will

continue to be pursued.

- Talented and well-established professionals will be identified for nomination as Chartered Fellows.
- Potential Members (MILTs) are encouraged to apply for upgrading their membership to Chartered Membership.
- Application process for free Student Membership will be further simplified to facilitate applications.

The Hon. Frankie Chi-ming YICK, FCILT, has been conferred with the CILTHK President Award 2018 by the Council. With extensive knowledge and experience, Mr. YICK, has been serving the Council and various committees since 2006. In addition, he has been a Legislative Councillor since in 2012 representing the Transport Constituency and contributing towards the transport & logistics industry and the community. Mr. YICK will be presented the Award in AGM 2018.

Mr. Paul Lik-hang LEE has been elected as the CILTHK Young Achiever 2018. Mr. LEE pursues his personal goal as an entrepreneur and founded a technology company focusing on AR and VR. His clear personal vision and self-motivation helped him to be conferred with the CILTHK Young Achiever 2018.

Finance

I am pleased to report again the attainment of an operational surplus of HK\$43,798 for the period from 1st January 2017 to 31st December 2017 (surplus in Year 2016: HK\$93,564), after depreciation. As at 31st December 2017, the Institute recorded an increase in net assets which amounted to \$6,652,817 (Year 2016: \$6,545,019). Likewise, the cash balance also increased to \$5,008,259 (Year 2016: \$4,893,153), both including funds held on behalf of Government Grants.

The Institute's incomes and expenses are closely monitored thus resulting in a healthy financial position. To this end, I must express my and the Institute's sincere appreciation to the generous and continuous support of Institute activities by members and organisations concerned

Celebration of the 50th Anniversary

As mentioned at the beginning of this President Report, 2018 is a milestone year for CILTHK. To commemorate the Golden Jubilee, key events/activities are organised as follows:

- Anniversary newspaper supplements – Evolution of Transport & Logistics in Hong Kong for 50 years, on Ming Pao and The Standard on 5th June 2018
- CILTHK 50th Anniversary Gala Dinner on 22nd June 2018
- International Conference on Smart Mobility and Logistics in Future Cities co-organised with the Institute of Transport Studies, HKU and the Transport Department in HKCEC from 18th to 20th October 2018
- 50th Anniversary Seminar Series reviewing the development of selected sectors in transport / logistics in different seminars from May to November 2018

Relationship with CILT International

Similar to the past, CILTHK has continued to support the international affairs of the CILT International in International Management Committee, Women in Logistics and Transport, Young Professionals and act as an International Secretariat on membership administration (Institute Branches). Institute representatives were supported to attend international and

regional convention/conferences in past year (please refer to details in the SC Report on pp29-30 and WiLAT HK Report on pp71-74).

At the same time, CILT International also supports CILTHK by the following activities:

- Lt Col (Ret) Kevin BYRNE, International President, joined the CILTHK 50th Anniversary Gala Dinner 2018
- Mr. Keith NEWTON, Secretary General, will join the International Conference on Smart Mobility and Logistics in Future Cities and serve as a key note speaker

Taking this opportunity, I would like to inform members that CILT International will hold the Centennial Celebration (1919-2019) in Manchester on 16th-18th June 2019 (<https://ciltuk.org.uk/Conference2019>).

Professional Development for members

Among our important tasks, the Institute is obliged to help human capital development in the transport and logistics field. On a regular basis, the Institute convenes professional development activities such as technical seminars and visits to broaden our members' knowledge, experience and exposure.

In the year 2017/2018, the following CPD activities were organised:

	Item	No.
1	CILTHK Seminars	8
2	Joint events with other professional bodies	2
3	CILTHK Visits / Joint visits	4
4	CILTHK 2-day Course	1

In addition, collaborations with other recognised professional institutes/organisations including HKU-ITS, PolyU-Shipping Research Centre, HKU SPACE Centre for Logistics and Transport, SCLP, BSL, GS1 Hong Kong, HKAC, HKARMS, HKIA, HKIE/HKIE-LTD, HKILA, HKIUD, HKIP, HKIS, HKSTLA, HKTDC, IOSH(HK), IMechE, LSCM, etc. are continued through co-organising/supporting different seminars, conferences, workshops.

Promoting Public Awareness

The annual Essay Competition and Student Day were successfully held with support by the University of Hong Kong on 10th March 2018. A full report on both events was published, with a full page newspaper supplement in Ming Pao on 27th March 2018, and in CILTHK Newsletter Issue 72.

The CILT Award 2017 "Service Excellence" were awarded to two distinguished companies, the DKSH Hong Kong Limited and the Worldwide Cruise Terminals. To mark their success, special interviews with their senior management team were published alongside the Institute's Anniversary newspaper supplements on 5th June 2018.

For more efficient distribution and circulation, the Institute's quarterly newsletters have changed to be published in the form of eNewsletter from Issue 72 (1st publication in 2018). The same practice has also extended to the publication of Ince & Co. - CILTHK Logistics Newsletters. Members are encouraged to share the newsletters with friends and associates to arouse their interests in the Institute.

Submissions and Public Service

One of the objectives of the Institute is to serve for the betterment of the community. Among other contributions, the Institute has been offering timely professional views and advices to the Government on different transport and logistics matters in Hong Kong.

Six submissions were made by the Institute during the year:

- Submission on Public Transport Strategy Study, 16th January 2018 to *the Secretary for Transport and Housing*
- A further submission on Public Transport Strategy Study (a follow-up on THB's reply), 11th June 2018 to *the Secretary for Transport and Housing*
- Capitalising on China's Cross-border e-Commerce Logistics Opportunities for Hong Kong, 5th February 2018 to *the Secretary for Transport and Housing, Secretary for Commerce and Economic Development, Secretary for Innovation and Technology and Director-General of Trade and Industry*
- CILTHK Women in Logistics and Transport 2018 Survey, 17th August 2018 to *Secretary for Labour and Welfare*
- Policy Address 2018, 20th August 2018 to *Policy Innovation and Co-ordination Office*
- Views on Public Engagement re Land for Hong Kong: Our Home, Our Say! 29th August 2018 to *the Secretariat, Task Force on Land Supply*

In addition, Institute representatives have been appointed in various government advisory boards and academic advisory boards of local university and college (please refer to p31 for details of CILTHK representatives).

Uphold of Professionalism

Irrespective of the relative low enrolment rate in the Institute's Professional Qualifying Examination (PQE) in recent years, the quality assurance system of the Institute is maintained. In the PQE May 2018, Mr. LAI Yiu-tin has been selected as the awardee of the Best Paper Award.

The cycle of re-accreditation exercise began last year at HKU and new accreditations have been awarded to:

- *BEng in Industrial Engineering and Logistics Management*, HKU
- *MSc (Eng) in Industrial Engineering Logistics Management*, HKU
- *MSc (Eng) in Transportation Engineering*, HKU
- *MA in Transport Policy and Planning*, HKU
- *MSc in Urban Planning*, HKU
- *BBA in Aviation Management and Logistics*, PolyU
- *HD in Airfreight Management and Global Logistics*, IVE (Tsing Yi) & IVE (Kwun Tong)
- *Associate Degree in Business (Logistics and Supply Chain Management)*, HKCC
- *HD in Global Supply Chain Management*, PolyU
- *HD in Global Supply Chain Management*, HKU SPACE
- *PDip in Logistics and Transport Management*, HKU SPACE

Nurturing the Young Generation

Activities for students at different levels and young members were organised by the Education & Training Committee and the Young Members Committee in 2017/2018. The details are appended below:

- The CILTHK Student Day 2018 cum the Awards Presentation Ceremony of the 16th CILTHK Student Essay Competition (for secondary school students) was held on 10th

March 2018 at HKU (E&T report pp36-37).

- The CILTHK Logistics & Transport Student Final Year Project Award 2018 will be presented to the graduate from The Hong Kong Polytechnic University (E&T report p37) at the AGM 2018.
- Three CILTHK Scholarships for each level of master degree, bachelor degree and sub-degree level will be presented at the AGM 2018 (E&T report pp37-38)
- The second CILTHK Kerry Logistics Scholarship will be presented to 3 logistics students at the AGM 2018 (E&T report p38)
- The CILTHK Pitch Competition 2018 organised by YMC was won by students of The Hong Kong University of Science and Technology (YMC report p76).

The second Career and the Life Formula (CALF) Professional Advancement Programme for Young Managers of the Logistics & Transport Industry was completed in November last year (E&T report p39 & WiLAT report p70). The new term will soon be commenced with a theme on One Belt One Road and Greater Bay Area.

In the International Convention 2018 held in last June, our young member, Ir Gary ZHANG, CILTHK's Young Achiever awardee, was elected as the International Young Achiever of the year. We are proud of the outcome as this is the second time the International Young Achiever being awarded to CILTHK members in a row.

ACKNOWLEDGEMENT

2018 marked an important milestone for CILTHK. It's been a great year as we celebrate our 50th anniversary which I have enjoyed taking the lead of the dynamic team at CILTHK.

Before I step down from my presidency, I must express my appreciation to members of the CILTHK Council, who have entrusted me with presidential responsibility and supported me fully throughout the two-year term. I am also most grateful to members of the Institute's committees, sub-committees, panels and working groups for their contributions towards the activities and events. I must also express my sincere thanks to our Organisation Members and supporting companies and organisations for their generous sponsorship. I would also like to pay special tribute to relevant government departments and our fellow professional bodies and business partners for their immense support. I must also thank each and every CILTHK member for the trust they bestowed upon me

It has been my honour and my pleasure to serve as the President in the past two years. In the coming two years, I shall continue my service as the Immediate Past President of CILTHK. In closing, I would like to call upon you all to join me and render the necessary support for furthering the development of CILTHK.

Thank you.

HONORARY TREASURER'S REPORT

By Dr. Kenneth Kam-hung PANG, FCILT
Honorary Treasurer

1. GENERAL

This paper provides an overview on the financial status of the Institute for the year ended 31st December 2017.

2. FINANCIAL STATUS REVIEW

The Audited Accounts for the year ending 31st December 2017 have been examined with the following highlights.

2.1 **2017 Results**

The Institute recorded an operating surplus of \$43,798 in 2017 (Year 2016: a surplus of \$93,564).

2.2 **Balance Sheet**

As at 31st December 2017, the Institute recorded net assets of \$6,652,817 (Year 2016: \$6,545,019). Cash and the cash equivalents as at the balance sheet date recorded at \$5.01M (Year 2016: \$4.89M) including funds held on behalf of WiLAT and Government Grant.

3. REVIEW OF THE YEAR

Notwithstanding the above, we are pleased that the Institute, as a non-profit organisation, continued to maintain a fair and healthy financial position.

4. LOOKING AHEAD

The Finance Committee will closely monitor the Institute's financial situation and work with respective committee chairs on maintaining costs within the budget.

HONORARY AUDITOR'S REPORT

For the Year ended 31st December 2017

Independent Auditor's Report to the Members of The Chartered Institute of Logistics and Transport in Hong Kong (Incorporated in Hong Kong and limited by guarantee)

Opinion

We have audited the financial statements of The Chartered Institute of Logistics and Transport in Hong Kong (the "Institute") set out on pages 18 to 28, which comprise the statement of financial position as at 31 December 2017, and the income statement and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements of the Institute are prepared, in all material respects, in accordance with the Hong Kong Small and Medium-sized Entity Financial Reporting Standard ("SME-FRS") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

Basis for Opinion

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSA") and with reference to Practice Note 900 (Revised), *Audit of Financial Statements Prepared in Accordance with the Small and Medium-sized Entity Financial Reporting Standard* issued by the HKICPA. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Institute in accordance with the HKICPA's *Code of Ethics for Professional Accountants* ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

The Council Members are responsible for the other information. The other information comprises the information included in the President's Report and Honorary Treasurer's Report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Independent Auditor's Report to the Members of
The Chartered Institute of Logistics and Transport in Hong Kong (Cont'd)**
(Incorporated in Hong Kong and limited by guarantee)

Responsibilities of Council Members and Those Charged with Governance for the Financial Statements

The Council Members are responsible for the preparation of financial statements in accordance with the SME-FRS issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the Council Members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council Members are responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council Members either intend to liquidate the Institute or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. This report is made solely to you, as a body, in accordance with Section 405 of the Hong Kong Companies Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSA's will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSA's, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control.

**Independent Auditor's Report to the Members of
The Chartered Institute of Logistics and Transport in Hong Kong (Cont'd)**
(Incorporated in Hong Kong and limited by guarantee)

Auditor's Responsibilities for the Audit of the Financial Statements (Cont'd)

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council Members.
- Conclude on the appropriateness of the Council Members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[Original Signed and Sealed]

Ronald H. T. Lee & Co.
Certified Public Accountants (Practising)

Hong Kong, 25 August 2018

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG**
(Incorporated in Hong Kong and Limited by Guarantee)
Income Statement
For the Year Ended 31st December 2017

	<i>Notes</i>	<u>2017</u> HK\$	<u>2016</u> HK\$
Revenue	2	1,685,522	1,588,040
Other income	3	<u>615,002</u>	<u>996,991</u>
		2,300,524	2,585,031
Administrative expenses		(1,823,158)	(1,699,356)
Other operating expenses		(433,568)	(791,871)
Finance costs	4	<u>-</u>	<u>(240)</u>
Surplus for the year	5	<u>43,798</u>	<u>93,564</u>

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG**
(Incorporated in Hong Kong and Limited by Guarantee)
Statement of Financial Position
As at 31st December 2017

	<i>Notes</i>	<u>2017</u> HK\$	<u>2016</u> HK\$
Non-Current Assets			
Property, plant and equipment	8	<u>3,011,691</u>	<u>3,045,497</u>
Current Assets			
Accounts and other receivables		358,541	170,096
Cash and bank balances	9	<u>5,008,259</u>	<u>4,893,153</u>
		<u>5,366,800</u>	<u>5,063,249</u>
Less: Current Liabilities			
Accounts and other payables	10	<u>1,725,674</u>	<u>1,563,727</u>
		<u>1,725,674</u>	<u>1,563,727</u>
Net Current Assets		<u>3,641,126</u>	<u>3,499,522</u>
Net Assets		<u><u>6,652,817</u></u>	<u><u>6,545,019</u></u>
FUNDS			
Members' Fund	14	6,489,817	6,446,019
Scholarship and Award Fund	14	<u>163,000</u>	<u>99,000</u>
		<u><u>6,652,817</u></u>	<u><u>6,545,019</u></u>

[Original Signed]

Approved by: _____
Tsang Wing Hang
President

[Original Signed]

Pang Kam Hung, Kenneth
Honorary Treasurer

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG**
(Incorporated in Hong Kong and Limited by Guarantee)
Statement of Cash Flows
For the Year Ended 31st December 2017

	<u>2017</u> HK\$	<u>2016</u> HK\$
Cash flows from operating activities		
Surplus for the year	43,798	93,564
Adjustments for:		
Depreciation	68,556	73,490
Bank interest income	(38,570)	(31,275)
Interest on obligation under a finance lease	-	240
	<hr/>	<hr/>
Operating surplus before changes in working capital	73,784	136,019
Changes in working capital:		
(Increase) / Decrease in accounts and other receivables	(188,445)	9,206
Increase / (Decrease) in accounts and other payables	161,947	(9,753)
	<hr/>	<hr/>
Net cash generated from operating activities	<hr/> 47,286	<hr/> 135,472
Cash flows from investing activities		
Bank interest income	38,570	31,275
Purchase of property, plant and equipment	(34,750)	-
	<hr/>	<hr/>
Net cash generated from investing activities	<hr/> 3,820	<hr/> 31,275
Cash flows from financing activities		
Interest on obligation under a finance lease	-	(240)
Repayment of obligation under a finance lease	-	(4,934)
Increase in scholarship and award fund	64,000	-
	<hr/>	<hr/>
Net cash generated from / (used in) financing activities	<hr/> 64,000	<hr/> (5,174)
Net Increase in cash and cash equivalents	115,106	161,573
Cash and cash equivalents at beginning of the year	<hr/> 4,893,153	<hr/> 4,731,580
Cash and cash equivalents at end of the year	<hr/> 5,008,259	<hr/> 4,893,153

The accompanying Accounting Policies and Explanatory Notes form an integral part of, and should be read in conjunction with, these financial statements.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG
(Incorporated in Hong Kong and Limited by Guarantee)
Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017**

Reporting Entity

The Chartered Institute of Logistics and Transport in Hong Kong (the "Institute") is a body corporate incorporated in Hong Kong as an institute limited by guarantee. The Institute's registered office is located at 7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong. The principal activities of the Institute include, inter alia, to promote, encourage and co-ordinate the study of the science and art of transport; to initiate, foster and maintain investigation and research into the best means and methods of any appliances for transport, transit and locomotion and the problems that are involved and their most satisfactory solution; to extend, increase and disseminate knowledge and exchange information and ideas in regard to all questions connected therewith; and to assist and further in all practicable ways the development and improvement of transport, transit and locomotion in the best interest of the community. The liability of the members is limited to contributing to the assets of the Institute to the extent of HK\$10 each in the event that the Institute is wound up.

1. Basis of Preparation and Accounting Policies

The Institute qualifies for the reporting exemption as a small guarantee company under Section 359(1)(a) of the Hong Kong Companies Ordinance (Cap. 622) and is therefore entitled to prepare and present its financial statements in accordance with the Small and Medium-sized Entity Financial Reporting Standard (SME-FRS) issued by the Hong Kong Institute of Certified Public Accountants.

These financial statements comply with the SME-FRS and have been prepared under the accrual basis of accounting and on the basis that the Institute is a going concern.

The measurement base adopted is the historical cost convention.

The following are the specific accounting policies that are necessary for a proper understanding of the financial statements:

a). Revenue Recognition

Revenue is recognised when it is probable that the economic benefits will flow to the Institute and when the revenue can be measured reliably, on the following bases:

- (i) Members' subscription fees are recognised on a time proportion basis.
- (ii) Accreditation income, administrative income and income from examinations are recognized at a point in time on completion of services.
- (iii) Interest income is recognised on a time proportion basis taking into account the principal outstanding and at the interest rate applicable.
- (iv) Members' entrance fees are recognized at a point in time on completion of assessment services by granting the qualification and status to the applicants.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG
(Incorporated in Hong Kong and Limited by Guarantee)
Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017**

1. Basis of Preparation and Accounting Policies (Cont'd)

a). Revenue Recognition (Cont'd)

(v) Revenue from activities is recognised upon completion of the relevant events.

b). Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

c). Foreign Exchange

The reporting currency of the Institute is Hong Kong Dollars, which is the currency of the primary economic environment in which the Institute operates.

Foreign currency transactions are converted at the exchange rates applicable at the transaction dates. Foreign currency monetary items are translated into Hong Kong Dollars using exchange rates applicable at the end of the reporting period. Gains and losses on foreign exchange are recognised in the income statement.

d). Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses, if any.

The depreciable amount of an item of property, plant and equipment is allocated on a systematic basis over its estimated useful life using the straight-line method. The principal annual rates used for depreciation are as follows:

Leasehold land	Over the remaining lease term
Buildings	2.5%
Leasehold improvements	20%
Furniture and equipment	20%

e). Impairment of Assets

An assessment is made at the end of each reporting period to determine whether there is any indication of impairment or reversal of previous impairment, including terms of property, plant and equipment. In the event that an asset's carrying amount exceeds its recoverable amount, the carrying amount is reduced to recoverable amount and an impairment loss is recognised in the income statement. A previously recognised impairment loss is reversed only if there has been a change in estimates used to determine the recoverable amount, however not to an amount higher than the carrying amount that would have been determined (net of depreciation), had no impairment losses been recognised for the asset in prior years.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG
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Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017**

1. Basis of Preparation and Accounting Policies (Cont'd)

f). Accounts and Other Receivables

Accounts and other receivables are stated at estimated realisable value after each debt has been considered individually. Where the payment of a debt becomes doubtful a provision is made and charged to the income statement.

g). Retirement Benefit Costs

The Institute participates in a Mandatory Provident Fund Scheme (the MPF scheme) under the Hong Kong Mandatory Provident Fund Schemes Ordinance for employees employed under the jurisdiction of the Hong Kong Employment Ordinance and not previously covered by the defined benefit retirement plan. The MPF scheme is a defined contribution retirement plan administered by independent trustees. Under the MPF scheme, the employer and its employees are each required to make contributions to the plan at 5% of the employees' relevant income, subject to a cap of monthly relevant income of HK\$30,000. Contributions to the plan vest immediately.

h). Leases

Leases that transfer substantially all the rewards and risks of ownership of assets to the Institute are accounted for as finance leases. At the inception of a finance lease, the cost of the leased asset is capitalised at the fair value of the leased asset or, if lower, at the present value of the minimum lease payments. Lease payments are apportioned between the finance charges and reduction of the lease liability so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged to the income statement.

Capitalised leased assets are depreciated over the shorter of the estimated useful life of the asset or the lease term.

Leases where substantially all the risks and rewards of ownership of assets are not transferred to the lessee are accounted for as operating leases. Annual rents applicable to such operating leases are charged to the income statement on a straight-line basis over the lease term.

i). Government Grant

A government grant is not recognised until there is reasonable assurance that the entity will comply with the conditions attaching to it, and that the grant will be received. Receipt of a grant does not of itself provide conclusive evidence that the conditions attaching to the grant have been or will be fulfilled.

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Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017

1. Basis of Preparation and Accounting Policies (Cont'd)

j). Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and on hand and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts that are repayable on demand and form an integral part of the Institute's cash management are also included as a component of cash and cash equivalents for the purpose of the cash flow statement.

2. Revenue

Revenue represents members' subscription fees.

3. Other Income

An analysis of the Institute's other income is as follows:

	<u>2017</u> HK\$	<u>2016</u> HK\$
Accreditation fee income	159,000	18,000
Advertising income – members' directory	81,200	-
Bank interest income	38,570	31,275
CILT International administration fee	47,489	44,447
Examination fees	16,500	18,200
Gala dinner income	-	683,800
Members' entrance fees	109,440	130,200
Sundry income	100	4,561
Surplus on Institute events	<u>162,703</u>	<u>66,508</u>
	<u><u>615,002</u></u>	<u><u>996,991</u></u>

4. Finance Costs

Finance costs represent interest on obligation under a finance lease.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG**
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Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017

5. Surplus for the year

Surplus for the year is arrived at:

	<u>2017</u> HK\$	<u>2016</u> HK\$
After charging the following items:		
Depreciation	68,556	73,490
Exchange losses, net	19,725	-
Staff costs	<u>1,367,860</u>	<u>1,240,854</u>

6. Council Members' Remuneration

During the year, no remuneration was paid to the Council Members for their services to the Institute (2016: Nil).

7. Taxation

The Institute is a non-profit-making entity and is exempted from profits tax under Section 88 of the Hong Kong Inland Revenue Ordinance (2016: Nil).

8. Property, Plant and Equipment

	<i>Leasehold land and buildings</i> HK\$	<i>Leasehold improvements</i> HK\$	<i>Furniture and equipment</i> HK\$	<i>Total</i> HK\$
Costs:				
At 01.01.2017	4,175,664	53,787	713,206	4,942,657
Addition	<u>-</u>	<u>-</u>	<u>34,750</u>	<u>34,750</u>
At 31.12.2017	<u>4,175,664</u>	<u>53,787</u>	<u>747,956</u>	<u>4,977,407</u>
Accumulated depreciation and impairment losses				
At 01.01.2017	1,133,100	53,787	710,273	1,897,160
Depreciation	<u>65,687</u>	<u>-</u>	<u>2,869</u>	<u>68,556</u>
At 31.12.2017	<u>1,198,787</u>	<u>53,787</u>	<u>713,142</u>	<u>1,965,716</u>
Net carrying amount				
At 31.12.2017	<u>2,976,877</u>	<u>-</u>	<u>34,814</u>	<u>3,011,691</u>
At 31.12.2016	<u>3,042,564</u>	<u>-</u>	<u>2,933</u>	<u>3,045,497</u>

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG**
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Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017

9. Cash and Bank Balances

	<u>2017</u> HK\$	<u>2016</u> HK\$
Bank time deposits	4,034,500	3,970,326
Cash at banks	968,759	917,827
Cash on hand	5,000	5,000
	<u>5,008,259</u>	<u>4,893,153</u>

10. Accounts and Other Payables

	<u>2017</u> HK\$	<u>2016</u> HK\$
Accounts payable and accruals	25,724	25,981
Sponsors' contribution received in advance	30,000	50,000
Members' subscription fees received in advance	1,113,287	1,050,773
Event fees received in advance	63,344	56,000
WiLAT Global Advisor Fund (<i>Note 11</i>)	45,203	16,402
Government grant (<i>Note 12</i>)	245,574	304,084
WiLAT Fund (<i>Note 13</i>)	202,542	60,487
	<u>1,725,674</u>	<u>1,563,727</u>

11. WiLAT Global Adviser Fund

	<u>2017</u> HK\$	<u>2016</u> HK\$
Balance at beginning of the year	16,402	76,470
Bank interest income	5	4
Donations received	50,000	-
	<u>66,407</u>	<u>76,474</u>
<u>Less:</u> Payment for expenses	<u>(21,204)</u>	<u>(60,072)</u>
Balance at end of the year	<u>45,203</u>	<u>16,402</u>

The above fund is used to subsidize the travelling and related expenses of the WiLAT Global Adviser of The Chartered Institute of Logistics and Transport ("CILT") for CILT/WiLAT business and activities.

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
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Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017

12. Government Grant

	<u>2017</u> HK\$	<u>2016</u> HK\$
Balance at beginning of the year	304,084	328,427
Bank interest income	25	27
	<u>304,109</u>	<u>328,454</u>
<u>Less: Payment for expenses</u>	<u>(58,535)</u>	<u>(24,370)</u>
Balance at end of the year	<u>245,574</u>	<u>304,084</u>

The above grant represents government sponsorship approved by the Hong Kong Logistics Development Council under Transport and Housing Bureau. The grant is for Freight Logistics Sector Training Programme held jointly with Hong Kong Association of Freight Forwarding and Logistics Limited. The training programme was completed in November 2017 with fund balance returned to Government in 2018.

13. WiLAT Fund

	<u>2017</u> HK\$	<u>2016</u> HK\$
Balance at beginning of the year	60,487	4,270
Income from activities	129,235	38,274
Donation received	162,000	90,000
	<u>351,722</u>	<u>132,544</u>
<u>Less: Payment for expenses</u>	<u>(149,180)</u>	<u>(72,057)</u>
Balance at end of the year	<u>202,542</u>	<u>60,487</u>

The above fund is used to subsidize the activity expenses of the Women in Logistics and Transport group.

14. Changes in Funds

	<i>Members'</i> <i>Fund</i> HK\$	<i>Scholarship</i> <i>and</i> <i>Award Fund</i> HK\$	<i>Total</i> HK\$
At 01.01.2017	6,446,019	99,000	6,545,019
Donations received	-	96,000	96,000
Payments	-	(32,000)	(32,000)
Surplus for the year	43,798	-	43,798
At 31.12.2017	<u>6,489,817</u>	<u>163,000</u>	<u>6,652,817</u>

**THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT
IN HONG KONG
(Incorporated in Hong Kong and Limited by Guarantee)
Accounting Policies and Explanatory Notes to the Financial Statements
For the Year Ended 31st December 2017**

15. Approval of Financial Statement

These financial statements were authorised for issue by the Institute's Council on 25 August 2018.

APPENDIX A

ANNUAL REPORT OF THE STANDING COMMITTEE (SC)

By Mr. TSANG Wing-hang, FCILT
Chairperson of the Standing Committee

Purpose

1. The purpose of this paper is to summarise the work carried out by the Standing Committee in the year 2017/2018.

Membership of Standing Committee

2. The membership of the Standing Committee for the session 2016/2018 is as follows:
 - Mr. TSANG Wing-hang, FCILT, President (Chairperson)
 - Mr. Sunny Lap-kee HO, FCILT, Immediate Past President
 - Ir Dr. Vincent Ping FONG, FCILT, Vice President
 - Ir Dr. Kelvin Kai-yuen LEUNG, FCILT, Vice President
 - Dr. Jacob Chak-pui KAM, FCILT, Vice President
 - Dr. Venus Yuen-ha LUN, FCILT, Vice President
 - Mr. Joseph Chun-fai TSUI, FCILT, Honorary Secretary
 - Dr. Kenneth Kam-hung PANG, FCILT, Honorary Treasurer

Relationship with CILT International

3. Throughout the year, CILTHK continued with active participation and contribution to CILT International.
 - i) Mr. Sunny HO served in the capacity of International Vice President in the 3rd year for the current term since May 2016.
 - ii) Other Offices / Roles in the International Council:
 - Mr. KI Yu Tin succeeded Mr. Stephen Xin CHAN, as the East Asia Region YP Ambassador in December 2017
 - Dr. Dorothy CHAN served as the WiLAT Global Advisor
 - Ms. Vicky KOO served as the WiLAT Deputy Convenor
 - CILTHK continues with administering membership assessment of CILT Institute Branches on behalf of CILT International
4. Meetings and events attended were as follows:
 - i) The Hong Kong delegation (9 members) has attended the International Convention (ICM 2018) held in Wroclaw, Poland on 3rd-6th June 201 (a report has been published in CILTHK Newsletter Issue 73, Apr-Jun 2018).
 - ii) Mr. Sunny HO, Ms Vicky KOO and Miss Harriet LEUNG attended the bi-monthly International Management Committee Meetings mostly through dialling-in in past year.
 - iii) Dr. Venus LUN will represent CILTHK in attending the forthcoming 5th China International Logistics Development Conference co-hosted by CILT China and CTTA in Changsha, China on 16th-17th November 2018.

5. Visit of colleagues/friends from the CILT International family
 - The President received a delegation from the Universiti Selangor, Malaysia and shared a presentation on the transport and logistics development in Hong Kong on 26th January 2018.

CILTHK President Award 2018

6. The Award is to honour the outstanding contribution of individual members to the Institute. The Hon. Frankie Chi-ming YICK, FCILT, is conferred for this prestigious award in appreciating for his service and contributions to the Institute, the transport and logistics industry and the community. The award presentation will be held at the AGM 2018.

International Conference on Smart Mobility and Logistics in Future Cities

7. To commemorate the 50th anniversary of the establishment of the Institute in Hong Kong, a series of celebrating activities have been organised. One of the major events will be the International Conference co-organised with the Institute of Transport Studies of HKU and the Transport Department.
8. Brief details of the Conference:
Official website: (<https://www.hkuits.hku.hk/2018-conference/>)
Guest of Honour: Mrs. Carrie LAM, GBM, GBS
Chief Executive, HKSAR Government
Date: 18th-20th October 2018
Venue: Hong Kong Convention & Exhibition Centre, Wanchai, Hong Kong
Fee: HK\$3,800 for CILTHK members
9. It will be a three-day conference features three keynote sessions, more than twenty parallel sessions, industry showcases, exhibitions, and technical tours. It aims to converge the latest innovations worldwide in addressing mobility and logistics issues in smart cities from an interdisciplinary perspective, opening the way for planning accessible, efficient and thus sustainable transportation in the future.
10. The Institute on behalf of the Organising Committee thanks again for the support of our Organisation Members, corporations and organisations in providing financial sponsorships, offering technical visits for conference participants and participation for the showcase sessions and exhibition.

Honorary Legal Advisor of the Institute

11. The Institute appreciates very much for the support from Ince & Co. which provides legal and company secretarial services to the Institute. Due to personnel movements, the Managing Partner of Ince & Co, Mr David BEAVES, has offered to serve as our Honorary Legal Advisor from 3rd July 2018. We would like to extend our appreciation to both Ms. Suyin ANAND and Mr. Ronald WAN for their past supports to the Institute.

External Relations

12. Mr. TSANG Wing-hang, the President, attended the 2018 Policy Address Consultation Session called by the Policy Innovation and Co-ordination Office

exclusively for the Transport Functional Constituency on 22nd August 2018;

Views of the Institute on various transport and logistics topics were consolidated with a written submission for the Government's consideration on 20th August 2018.

13. In responding to the public engagement exercise in calling for views on land supply issues, the Institute submitted the views to the Task Force on Land Supply on 29th August 2018.
14. Mr. TSANG Wing-hang was one of the speakers in the following forums:
 - (i) "Castle in the Sky" (Development above Kwai Chung Container Port Storage Yard: Technical Aspects, Cost Effectiveness & Innovation) on 3rd April 2018.
 - (ii) Discussion Forum: Energizing Harbourfront co-organised with HKIS, HKIA, HKIE, HKILA, HKIP, HKAC, BSL and HKIUD on 9th May 2018.
15. Mr. TSANG Wing-hang was invited as one of the judges of the Hong Kong ICT Awards 2018 – Smart Mobility Award, organised by GS1 Hong Kong.
16. Throughout the year, CILTHK continued to be appointed/actively involved in various government advisory boards and academic institutions. CILTHK representatives are as follows:

Name of Government Advisory Boards/ Academic Institutions	CILTHK Representative
Harbourfront Commission	Prof. Becky Pui-ying LOO Mr. LEUNG Kong-yui
LOGSCOUNCIL and its 3 Subcommittees (SIS / SID / SMP)	Mr. Sunny Lap-kee HO
Road Safety Council	Prof. Becky Pui-ying LOO
Road Safety Research Committee	Mr. Sam Man-sang CHOW
Road Safety Campaign Committee	Ms. Carolina Lai-ching YIP
Transport Logistics Training Board, Vocational Training Council	Dr. Isaac Ka-chui NG
Consultative Network for the Logistics Industry, Employees Retraining Board	Dr. Peter Chi-chung WONG
Technical Advisors, Employees Retraining Board	Dr Roger Kwok-yuen CHAN Mr. Dee Siu-cheung HO Dr. LI Ka-shu Mr. Alan Wai-keung LEUNG
Departmental Advisory Committee, Department of Logistics and Maritime Studies, The Hong Kong Polytechnic University	Mr. Eric Man-sum WONG
HKU SPACE Academic Committee (PDip in Logistics and Transport Management)	Dr. Isaac Ka-chui NG Ms. Carolina Lai-ching YIP

APPENDIX B

ANNUAL REPORT OF THE ADMINISTRATION COMMITTEE (AC)

By Mr. Joseph Chun-fai TSUI, FCILT
Chairperson of the Administration Committee

Purpose

1. The purpose of this paper is to summarise the work done by the Administration Committee in the year 2017/2018.

Membership of Administration Committee

2. The members of the Administration Committee for the session 2016/2018 are:
 - Mr. Joseph Chun-fai TSUI, FCILT (Chairperson)
 - Dr. Stephen Wing-chiu HO, FCILT (*joined on 14th January 2018*)
 - Mr. Sydney Kam-cheung CHAN, FCILT
 - Mr. Wilson Wai-sum LEUNG, MILT
 - Miss Jorence Yin-kwan TSANG, CMILT
 - Miss Harriet LEUNG

Revamp of the Institute website

3. To improve the working efficiency, enrich the functionality of the Institute website to have closer communication with members and public, the revamp of the Institute website has been commenced. The selection of service provider has been completed with the task awarded to Elogi Systems Limited.
4. The exercise will be commenced in the 4th quarter of 2018 and will take about 6 months. As reported in last year's report, the work scope will be as follows:
 - re-design the artistic outlook of web pages, to re-organise functions and to modify it to be a mobile-friendly website
 - plus enhancement of the current event management system and CPD recording system

Drafting of Institute's Entertainment Policy

5. To ensure that the Institute maintains appropriate oversight and governance over the approvals, reporting and controls relating to expenditure of the Institute's funds, an 'Entertainment Policy' has been drafted and will seek for the Council's approval in the first meeting in the coming new session.

Review of Annual Membership Fee

6. To ensure the financial sustainability of the Institute, a review of the annual membership fee has been conducted once every two years that any adjustment would be subject to the inflation rate and the financial status of the Institute.
7. The annual subscription is the main source of income for the Institute; however, the estimated incomes in the next two years would hardly cover the expenditures. In line with the policy of "small and often" fee adjustment, different membership fee adjustment scenarios for implementation in 2020 are being worked out for the Council's consideration.

EU's General Data Protection Regulation (GDPR)

8. The GDPR is a regulation in EU law on data protection and privacy for all individuals within the European Union (EU) and the European Economic Area (EEA). It has come into force on 25th May 2018.
9. There are some CILTHK members who are EU citizens and therefore legal advice had been sought from our Hon. Legal Advisor on the collection and retention of personal data. The legal advice was the GDPR would not apply to the Institute and therefore we only need to comply with the local Personal Data (Privacy) Ordinance in handling members' personal information.

CILT International Membership Administration

10. CILTHK has been commissioned by CILT International for assessing and administering membership applications for FCILT/CMILT/MILT/Affiliate from CILT Institute Branches worldwide since 1st July 2008.
11. An Assessment Panel formed by at least 3 FCILTs and/or CMILTs met every two months. Special thanks are extended to Mr. LEUNG Kong-yui, FCILT and Chairman of the Membership Committee (MC), and members of MC for taking up the assessment jobs since October 2012. The following table is a summary of the international membership administration work done in last year.

Grade	Jan-Dec 2017		Accumulated Total (1 st Jan – 31 st Aug 2018)	
	Applications Received	Applications Awarded	Applications Received	Applications Awarded*
Affiliate	37	44	43	50
Member	56	64	90	45
CMILT	87	79	82	48
FCILT	12	5	13	5
Total	192	192	228	148

Currently, there are 21 CILT Institute Branches globally.

** There was no Assessment Panel Meeting in August 2017 and that was the reason on the variances of numbers of applications and awards.*

Staffing and Division of Roles in the Administration Office

12. The Administration Office is now operated by 4 full-time staff providing full administrative and secretarial support to the Council and the 12 committees.

Miss Harriet LEUNG Executive Manager	Takes charge of the overall management of the day-to-day general office administration; and serves as secretary to several committees of the Institute
Miss Chili LAI Assistant Manager	Takes care of local membership matters and CILT international membership administration and the publication of CILTHK quarterly newsletters

Miss Tif TAM Senior Administration Officer	Co-ordinates activities organised by the Professional Activities Committee and the Marketing & Promotion Committee
Mr. Patrick LAU Senior Administration Officer	Co-ordinates the activities of the Education & Training Committee and the CALF Programme

APPENDIX C

ANNUAL REPORT OF THE EDUCATION AND TRAINING COMMITTEE (E&T)

By Dr. Isaac Ka-chui NG, FCILT
Chairperson of Education and Training Committee

Purpose

1. The roles of the Education and Training Committee are to set professional standards, to conduct professional qualifying examination and to monitor continuing professional development for members. It also works closely with interested parties to cultivate talents for serving in the industry.

Members of Education and Training Committee

2. The members of the Education and Training Committee for the session 2016/2018 are:
 - Dr. Isaac Ka-chui NG, FCILT (Chairperson)
 - Dr. Venus Yuen-ha LUN, FCILT (Vice President)
 - Dr. Peter Chi-chung WONG, FCILT (Chair of PQE Sub-committee & Student Activities Sub-committee)
 - Mr. TSANG Chik-leung, FCILT (Chair of Scholarship Sub-committee)
 - Mr. WONG Kam-kong, CMILT (Chair of CPD Sub-committee)
 - Ir Dr. CHAN Ching-yuen, CMILT
 - Mr. Sydney Kam-cheung CHAN, FCILT
 - Dr. Roger Kwok-yuen CHAN, CMILT
 - Mr. Alfred Tat-tim CHAN, CMILT
 - Mr. Gary Yiu-leung CHAN, CMILT
 - Mr. Raymond Lam-wan CHU, CMILT
 - Mr. Dee Siu-cheung HO, CMILT
 - Mr. LAI Siu-chung, CMILT
 - Mr. Patrick Bing-kwan LAM, CMILT
 - Mr. Winson Wai-kwong LAM, CMILT
 - Mr. LAU Ching-por, CMILT
 - Mr. Derek Kuo-hsiung LEE, CMILT
 - Mr. Paul For-ling LEUNG, CMILT
 - Mr. Alan Wai-keung LEUNG, FCILT
 - Mr. David Yiu-fai LEUNG, CMILT
 - Dr. LI Ka-shu, CMILT
 - Mr. Analdo Ping-hon LI, FCILT
 - Ir Ken Tsz-kin NG, FCILT
 - Mr. Peter Yee-chun NG, FCILT
 - Mr. Harry Wai-kin POON, CMILT
 - Mr. Lawrence Chak-ming TAM, CMILT
 - Mr. WONG Chung-man, CMILT
 - Ms. Pauline Sau-ching WONG, CMILT
 - Mr. YIM Man-lung, CMILT
 - Mr. Raymond Lap-hang YUEN, CMILT

Professional Qualifying Examination (PQE)

3. PQE May 2018, 14th-18th May

There were 2 candidates enrolled for 10 papers in the PQE May 2018. It was only 2 out of 10 PQE papers attempted by member in the examination.

4. Mr. LAI Yiu-ting, Dickson reached the achievement level in paper *OL3: Marketing and Service Management* in PQE 2018 and he was selected for the Best Paper Award 2018. The award will be presented at Annual General Meeting (AGM) 2018 in recognising his achievement.

Student Day

5. In collaboration with The University of Hong Kong (HKU), the CILTHK Student Day 2018 was held successfully on 10th March 2018. Generous sponsorships for both the Student Day and Student Essay Competition were received from DHL Global Forwarding (HK) Ltd., Fat Kee Stevedores Ltd. and MTR Corporation Ltd.
6. Over 200 students, both from tertiary institutions and secondary schools, and guests attended the event. The 8 participating institutions in the Student Day included:-
 - The Chinese University of Hong Kong
 - Hang Seng Management College
 - HKU SPACE Community College
 - The Hong Kong Polytechnic University
 - The Hong Kong University of Science and Technology
 - Macau University of Science and Technology
 - PolyU Hong Kong Community College
 - The University of Hong Kong

The impressive presentation on the topic of **“The developments of cargo train between China and Europe, is a competitor? Is a supplement to ocean and airfreight?”** delivered by students of The Hong Kong University of Science and Technology won the championship. HKU SPACE Community College and The Hong Kong Polytechnic University were awarded the 1st Runner Up and 2nd Runner Up respectively.

Student Essay Competition

7. The 16th CILTHK Student Essay Competition with topics of **“How does the logistics and transport technology in gearing up Hong Kong as a smart city?”** / 「運輸物流業科技如何有助香港成為智慧城市？」 for Junior Group and **“The benefits of innovation and technology for Hong Kong’s logistics and supply chain industry?”** / 「創新科技對香港物流與供應鏈行業的好處？」 for Senior Group attracted a significant number of submissions from secondary students. The award presentation was held in conjunction with the Student Day 2018 on 10th March 2018 at HKU. Prizes were awarded to students from the following schools:-

Chinese Stream - Junior Group

Champion	Yan Chai Hospital No.2 Secondary School
1 st Runner Up	Notre Dame College
2 nd Runner Up	Yan Chai Hospital No.2 Secondary School

Chinese Stream - Junior Group (cont'd)

Merit Awards	Notre Dame College Yan Chai Hospital No.2 Secondary School
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Chinese Stream - Senior Group

Champion	Yan Chai Hospital No.2 Secondary School
1 st Runner Up	Yan Chai Hospital No.2 Secondary School
2 nd Runner Up	Yan Chai Hospital No.2 Secondary School
Merit Awards	Tsang Pik Shan Secondary School Yan Chai Hospital No.2 Secondary School

English Stream - Junior Group

Champion	Yan Chai Hospital No.2 Secondary School
1 st Runner Up	Yan Chai Hospital No.2 Secondary School
2 nd Runner Up	St. Paul Convent School (Secondary Section)
Merit Awards	HKMA David Li Kwok Po College Po Leung Kuk No.1 W.H. Cheung College Yan Chai Hospital No.2 Secondary School Ying Wa College

English Stream - Senior Group

Champion	St. Mary's Canossian College
1 st Runner Up	Good Hope School
2 nd Runner Up	Po Leung Kuk Choi Kai Yau School
Merit Awards	St. Paul Convent School (Secondary Section) St. Paul's College St. Mary's Canossian College

CILTHK Logistics & Transport Student Final Year Project Award

8. A total of 6 nominations were received from 3 institutions for the CILTHK Logistics & Transport Student Final Year Project Award 2018.
9. Miss CHUNG Ka-man, graduate of The Hong Kong Polytechnic University, with her thesis "**A Taguchi-based Cold Chain Packaging System for Managing Multi-temperature Food Distribution in Multi-national Third-party Logistics Companies**" was selected to receive this year's Student Final Year Project Award. She will be presented a prize of HK\$5,000 together with one-year free CILTHK membership by the President at the CILTHK AGM 2018.

CILTHK Scholarship

10. A total of 11 nominations were received for the CILTHK Scholarship 2017/18. One student has been selected from each of the following academic levels and will be awarded a bursary of HK\$4,000.
 - One for Master degree student;
 - One for Bachelor degree student;
 - One for sub-degree student.

11. Miss HO Hiu-fai, Janice (Master degree student from The University of Hong Kong), Miss HU Yunruo, Celina (Bachelor degree student from The Hong Kong University of Science and Technology) and Mr. CHAN Hoi-hang, Edgar (Sub-degree student from The Hong Kong Polytechnic University) were selected to receive the awards. Each of them will be presented the prize by the President at the CILTHK AGM 2018.

CILTHK Kerry Logistics Scholarship

12. Kerry Warehouse (HK) Ltd. sponsored the second year's Titled Scholarship, namely CILTHK Kerry Logistics Scholarship. A total of 9 nominations were received from CILTHK accredited logistics programmes. Participating students were required to attend a technical visit at Kerry Cargo Centre in Kwai Chung so to prepare a presentation on the topic - *Automation in logistics*. One student from Master degree and two students from Bachelor degree have been selected to receive the awards. They will be awarded a bursary of HK\$6,000, HK\$5,000 and HK\$4,000 respectively.
13. Mr. DU Qiwei, William (Master degree student from The Hong Kong Polytechnic University), Miss CHUEN Sui-ting, Jessica (Bachelor degree student from The Hong Kong Polytechnic University) and Miss CHAN Tsz-shan, Kelly (Bachelor degree student from The Hong Kong Polytechnic University) will be presented the prize by the President at the CILTHK AGM 2018.

Continuing Professional Development (CPD)

14. A number of seminars, visits and workshops were organised by CILTHK in this year; furthermore, supporting events were also referred to members to facilitate their continuing professional development, including:-

List of CPD activities 2017/2018

Item		No.
1	CILTHK Seminars	8
2	Joint events with other professional bodies	2
3	CILTHK Visits / Joint visits	4
4	CILTHK 2-day Course	1
5	Distinguished Transport Lectures	3
6	Supporting events	41

15. To promote CPD and to help members familiarising with the requirements of CPD, 5 CPD quizzes have been introduced in May, July, September, November 2017 and January 2018 respectively. Gifts were given away to members who answered all questions correctly as encouragement.
16. 2 Briefing Sessions on the CPD Audit 2018 for assisting members in better preparing for the audit were held on 23rd November 2017 and 28th June 2018 in CILTHK Office respectively.

17. The cycle of CPD Audit 2018 was from 1st January 2016 to 31st July 2018 and a minimum of 200 CPD points is required. Members were selected randomly and required to provide their reports with documentary evidence on their attendance or completion of CPD activities. Mr. LUI Shu-tim, CMILT, had achieved the highest score of a total of 1,360 CPD points and has been selected for the CPD Award. The award will be presented at AGM 2018 in recognising his achievement.

CILTHK/ HAFFA Joint Program – Training Programme for the Freight Logistics Sector

18. After years of effort and a re-structure of the programme in the last two years, the overall enrolment fell short of expectation. Both CILTHK and HAFFA considered it was not worthwhile to continue the programme with such low or zero enrolment. On the other hand, there is no lack of means for industry practitioners to enhance their knowledge and skills with various courses in logistics in the market. After thorough consideration, CILTHK and HAFFA decided to conclude the Joint Training Programme from 2018. Unused sponsorship of the programme have been repaid to LOGSCOUNCIL in March 2018.
19. CILTHK and HAFFA will keep in view of the development and training needs of industry practitioners, as well as the changing trends and directions of the logistics industry. As and when new training needs appear, CILTHK and HAFFA will consider the need to develop new programmes for the industry

Career and Life Formula (CALF) Professional Advancement Programme for Young Managers of the Logistics & Transport Industry

20. The second year's CALF programme was completed in November 2017. 14 participants, out of 20, were satisfactorily completed the programme. Each of them was presented with the certificate by the President at the Graduation Ceremony on 27th August 2018. They have also been paired up for a free executive coaching service for one year.
21. The CALF programme will be continued with a theme on One Belt One Road and Greater Bay Area. Details of the programme will be announced in the 4th quarter of 2018.

Acknowledgements for Sponsorships

22. E&T and the Institute wish to express our gratitude to the following companies which, through their generosity, have helped to make events/scholarships possible:

Company/Organisation	Sponsored Event/Scholarship
Airport Authority Hong Kong	<ul style="list-style-type: none"> • CILTHK Scholarship 2017/18 • CILTHK Logistics & Transport Student Final Year Project Award 2018
DHL Global Forwarding (Hong Kong) Ltd.	<ul style="list-style-type: none"> • CILTHK Student Day 2018 & 2019 • The 16th & 17th CILTHK Student Essay Competition

Fat Kee Stevedores Ltd	<ul style="list-style-type: none"> • CILTHK Student Day 2018 • The 16th CILTHK Student Essay Competition
Kerry Warehouse (Hong Kong) Ltd.	<ul style="list-style-type: none"> • Titled Scholarship 2016/17 - 2018/19
MTR Corporation Ltd.	<ul style="list-style-type: none"> • CILTHK Student Day 2018 & 2019 • The 16th & 17th CILTHK Student Essay Competition
Shun Tak – China Travel Ship Management Ltd.	<ul style="list-style-type: none"> • CILTHK Scholarship 2017/18 • CILTHK Logistics & Transport Student Final Year Project Award 2018
Wilson Group Ltd.	<ul style="list-style-type: none"> • CILTHK Scholarship 2017/18 • CILTHK Logistics & Transport Student Final Year Project Award 2018

APPENDIX D

ANNUAL REPORT OF THE GALA DINNER ORGANISING COMMITTEE (GDOC)

By the Hon. Frankie Chi-ming YICK, FCILT
Chairperson of the Gala Dinner Organising Committee

Membership of Gala Dinner Organising Committee

1. The members of the Gala Dinner Organising Committee for the session 2016/2018 are:
 - The Hon. Frankie Chi-ming YICK, FCILT (Chairperson)
 - Ir Dr. Vincent Ping FONG, FCILT (Vice President)
 - Dr. Kenneth Kam-hung PANG, FCILT
 - Mr. Joseph Chun-fai TSUI, FCILT
 - Miss Virginia Hoi-man TANG, CMILT (*resigned on 19th December 2017*)
 - Miss Harriet LEUNG
2. 2018 marks the 50th anniversary of the establishment of the Institute in Hong Kong in 1968. The CILTHK 50th Anniversary Gala Dinner was successfully held on 22nd June 2018 at the Conrad Hong Kong with the Honourable CHAN Fan, Frank, JP, Secretary for Transport Housing, HKSAR Government as our Guest of Honour.
3. Over 365 guests from the local transport and logistics industry joined the Dinner. The function was also graced with the presence of other government officials, companies'/organisations' chairmen or chief executives and Lieutenant Colonel (Ret) Kevin BYRNE, International President, who flew from Ireland for this occasion.
4. To recall the memorable moments in the past 50 years, a special video composed with the Institute's old photos was shared with guests at the Dinner.
5. At the Gala Dinner, various prestigious awards were presented:
 - i) CILT Award 2017
 - DKSH Hong Kong Limited, winner of the Enterprise Award, and
 - Worldwide Cruise Terminals, winner of the SME Award
 - ii) Membership Certificates for the newly elected Organisation Members and Chartered Fellows were also presented by the President of CILT Hong Kong.
6. One of the highlights of the event featured with entertainment programmes performed by winners of WiLAT's Got Talent 2018. The atmosphere was brought to a climax by Mr. Joe Junior, the famous singer. A full report was published in the CILTHK Newsletter Issue 73.
7. I take this opportunity to thank all Committee members for their valuable time and effort in making the evening a memorable and enjoyable one for all members and guests. My sincere appreciation also goes to all the companies who participated in the Dinner and the generous sponsorships from the below companies to make it a great success.
 - i) Diamond Sponsors:
 - Airport Authority Hong Kong
 - AMS Public Transport Holdings Limited
 - Cathay Pacific Services Limited

- Kwoon Chung Bus Holdings Limited
 - MTR Corporation Limited
- ii) Gold Sponsors:
- The Cross-Harbour (Holdings) Limited
 - DHL Global Forwarding (HK) Limited
 - Hong Kong Air Cargo Terminals Limited
 - Shun Tak-China Travel Ship Management Limited
- iii) Gift Sponsors:
- Airport Authority Hong Kong
 - Beijing MTR Corporation Limited
 - Cathay Pacific Airways Limited
 - Conrad Hong Kong
 - Hing Fat Flower Group
 - Worldwide Cruise Terminals

APPENDIX E

ANNUAL REPORT OF THE LOGISTICS POLICY COMMITTEE (LPC)

By Mr. Eric Man-sum WONG, FCILT
Chairperson of the Logistics Policy Committee

Purpose

1. The purpose of this paper is to summarise the work done in the year 2017/2018.

Membership of Logistics Policy Committee

2. The members of the Logistics Policy Committee for the session 2016/2018 are:

- Mr. Eric Man-sum WONG, FCILT (Chairperson)
- Mr. Thomas Sze-piu YU, CMILT (Vice Chairperson)
- Mr. Anthony Ka-kui CHAN, CMILT
- Mr. Terry Kin-fai CHAN, CMILT
- Dr. Roger Kwok-yuen CHAN, CMILT
- Mr. Jorge Man-lam CHAN, CMILT
- Mr. Alex Ping-yau CHAN, CMILT
- Mr. Keno Tai-yip CHEUNG, CMILT
- Dr. Sylvia Ying HE, CMILT
- Mr. Dee Siu-cheung HO, CMILT
- Mr. Alex Pok-sing KOO, CMILT
- Mr. Gilbert Kin-yu LAM, CMILT
- Mr. Jacky Yat-leung LAM, CMILT
- Mr. Kenneth Kin-wu LAW, CMILT
- Mr. Derek Kuo-hsuing LEE, CMILT
- Ms. Ruth Shuk-fun LEE, CMILT
- Ms. Regina Hong-ling LI, CMILT
- Mr. Alan Lun-fai LO, CMILT
- Mr. Vincent Chi-kit NG, CMILT
- Mr. Paul SOUSA, CMILT
- Mr. Cliff Augustine SULLIVAN, CMILT (*resigned 22nd Nov 2017*)
- Mr. Ronald Ho-tai WONG, CMILT
- Ms. WONG Kam-yan, CMILT
- Mr. Eugene Yin-cheung WONG, CMILT
- Mr. Keith Siu-on WOO, CMILT
- Hon. Frankie Chi-ming YICK, FCILT

Policy recommendation / Submission

3. **Submission on Capitalising on China's Cross-border e-Commerce Logistics Opportunities for Hong Kong**, 5th February 2018

Further to the joint seminar led by CILTHK on 14th October 2017 on "How the local SME logistics practitioners can capitalise on China's Cross Border E-commerce Opportunities", a paper on the findings discussed at the seminar was submitted to THB, CEDB, ITB and TID on 5th February 2018. The Institute tendered the comments on the situation and offered proposal for the ways in which the Government can assist.

Copy of above submission and corresponding replies from the Government have been posted at the NEWS/POSITION PAPERS page on the Institute website.

During the past year, the following issues/activities have been discussed/carried out in the Logistics Policy Committee meetings:

4. **Greening HK's Urban eCommerce Logistics**
 - In regard to the calling for papers for the "International Conference on Smart Mobility and Logistics in Future Cities", a paper prepared by the task force formed with Transport Policy Committee has been accepted for presentation at the Conference. It will be presented by Mr. Eric WONG, Chairman of LPC.
5. **Anchoring Hong Kong as the Maritime Centre of GBA**
 - The following 4 focus areas of shipping were discussed and feature articles will be prepared for publishing in the coming CILTHK Newsletters.
 - Technology application
 - High value delivery
 - Competitiveness of HK's "software" deliverables
 - Eco-system imperative – policy framework and policy recommendations systems
6. **Cold Chain Logistics**
 - A questionnaire will be distributed to members and companies to investigate the feasibility of development of cold-chain with SME players.
7. **Hong Kong Land Supply**
 - In responding to the public engagement exercise in calling for views on land supply issues, a preliminary discussion in LPC that committee members in general agreed on the idea of building an artificial island as a long term solution to the land supply problem in Hong Kong

Ince & Co. – CILTHK Logistics Newsletter

The project was initiated by Ince & Co. in issuing a newsletter of legal and compliance updates targeted at the logistics industry. It became a standing discussion item in LPC meetings on proposing topics for each issue.

Copy of below Newsletters have been posted at the CILTHK NEWSLETTER page on the Institute website.

8. **Issue 01, September 2017**
4 topics were:
 - The changing trade landscape in Asia – are you ready?
 - Legal round up: Whose fault is it anyway?
 - Delivery of Packages by drones – Fact or Fiction
 - Regulatory and compliance checklist: how do your internal policies fare?
9. **Issue 02, February 2018**
4 topics were:
 - Autonomous Vehicles: are we there yet?
 - Blockchain – panacea or red herring?
 - An Introduction to E-Commerce in Hong Kong
 - China's New Single Window Platform

10. **Issue 03, May 2018**

3 topics were:

- Liability issues in cold chain transportation
- Legal update: Contract formation and termination
- Extra-territorial reach of GDPR and non EU organisations

11. **Issue 04, August 2018**

4 topics were:

- The Greater Bay Area Initiative – are you ready for it?
- Developments in Hong Kong Aviation
- Provision of eVehicle charging stations in HK and disposal of the retired batteries – challenges of greening HK's urban logistics
- Transport and logistics investment risk in ASEAN: opportunities of dispute resolution and arbitration in HK

APPENDIX F

ANNUAL REPORT OF THE MARKETING & PROMOTION COMMITTEE (MPC)

By Mr. Sam Man-sang CHOW, FCILT
Chairperson of the Marketing & Promotion Committee

Purpose

1. The purpose of this paper is to summarise the work and activities in the year 2017/2018.

Membership of Marketing & Promotion Committee

2. The members of the Marketing & Promotion Committee for the session 2016/2018 are:
 - Mr. Sam Man-sang CHOW, FCILT (Chairman)
 - Mr. Ken Kin-leung CHAN, A
 - Ms. Twisbee Pik-chui LAM, MILT
 - Mr. Kevin Kam-tong MO, CMILT
 - Mr. Peter Wah-fun MOK, CMILT (*joined on 15th May 2018*)
 - Mr. Frankie King-chung POON, CMILT
 - Ms. Phoebe Kin-chee WONG, CMILT
 - Mr. Keith Siu-on WOO, CMILT
 - Ms. Julia YOUNG, CMILT

CILT International Young Achiever Award 2018

3. Ir Gary ZHANG, CMILT, the winner of CILTHK Young Achiever Award 2017, was nominated by the Council and has been successfully elected the CILT International Young Achiever 2018.

CILTHK Young Achiever Award 2018

4. The Award aims to recognise leadership, innovation, initiative, commitment and the pursuit of excellence as demonstrated by those young members making extraordinary contributions in their fields of endeavour. Since the winning participant will represent Hong Kong to compete for the International Young Achiever Award 2019, he/she has to be well recognised by the Hong Kong judging panels in 2 separate rounds of assessment. Mr. LEE Lik-hang, Paul was selected as winner and the Award (a cash prize of HK\$10,000) will be presented at the AGM 2018.

CILT Award 2017 – “Service Excellence”

5. The Award symbolises ‘Service Excellence’ in the transport/logistics fields. Seven companies were invited for the final presentations held in March 2018. The judging panel comprised of Mr. WH TSANG, President of CILTHK; Mr. Sam CHOW, Director of Consulting of Ove Arup Hong Kong; Ir Prof. CK MAK, Honorary Professor of Department of Civil Engineering of HKU; Mr. Simon WONG, Chief Executive Officer of Logistics and Supply Chain MultiTech R&D Centre Ltd. and Mr. Brian WU, Chairman of HAFFA.

The winners of the CILT Enterprise Award and CILT SME Award were DKSH Hong

Kong Ltd. and Worldwide Cruise Terminals respectively. The Awards were presented by Mr. Frank CHAN, JP, Secretary for Transport and Housing, at the CILTHK 50th Anniversary Gala Dinner on 22nd June 2018 at Conrad Hong Kong.

The winning stories of both awarding companies were published in CILTHK Newsletter (Issue 72) and in the Ming Pao and The Standard. Sharing sessions were also hosted by DKSH and WCT on 2nd June and 7th September 2018 respectively.

CILTHK 50th Anniversary Celebration

6. To celebrate the golden jubilee of CILTHK, the following special events have been planned and arranged within the year 2018.

i) **CILTHK 50th Anniversary Newspaper Supplement**

Two 5-page special supplements themed '**Evolution of Transport and Logistics in Hong Kong for 50 years**' were published in Ming Pao Daily and The Standard on 5th June 2018. The supplement included two parts: 1st section covering the successful stories of the two winning companies of the CILT Award 2017 and the 2nd section featuring the history of the transport and logistics industry in Hong Kong in the last 50 years. It served to keep an account of the industry's development back from the 1960s onwards. MPC would like to express our sincere thanks again to the companies for placing the congratulatory advertisements in supporting the publishing of the supplements.

ii) **CILTHK 50th Anniversary Seminar Series**

Following the theme of '**Evolution of Transport and Logistics in Hong Kong for 50 years**', MPC and PAC co-organised a series of seminars to illustrate and appraise the development of the transport and logistics in different sectors in Hong Kong. Renowned local transport and logistics companies which have more than 50 years of history have been invited to share their stories in the seminars. The below two seminars were held at CILTHK office and HKU SPACE Admiralty Learning Centre in May and July successfully.

"Episode I: Train & Tram" presented by Hong Kong Tramways Ltd. (HKT) and MTR Corporation Ltd. (MTR) on 26th May 2018

"Episode II: Sea Passenger and Cargo" presented by Fat Kee Stevedores Ltd. (FKS) and Hong Kong Ferry (Holdings) Co. Ltd. (HKF) on 14th July 2018

Participants learnt the histories, developments and transformations of the above four well-established companies since their establishments. Please refer to the report of PAC (p55) for more details on the seminars. The Institute would like to convey our heartfelt thanks to HKU SPACE Centre for Logistics & Transport to co-organise the 2nd episode in July as well as all participating companies to make the seminars successful

iii) **The 1st CILTHK Short Video Competition**

The Competition aims to promulgate the viewpoints of CILTHK's submissions on local transport/logistics policy and issues to the public community. The competition title was '**Tell you in 3-minute**' (三分鐘話你知), i.e. entry pieces were required to present any published CILTHK submission in a 3-minute video. The assessment criteria were content, production quality/technique and

creativity. Unfortunately, no participant has managed to win the Award. The entry video on the subject 'Hong Kong 2030+: Towards a Planning Vision & Strategy Transcending 2030' produced by Miss CHUNG Ka Man and Miss LEE Sze Chai, students of The Hong Kong Polytechnic University, was selected for the merit prize. The award presentation would be arranged at the CILTHK AGM 2018 on 20th September 2018.

Promotion of the Institute

7. To enhance the branding of CILTHK and to enlarge the membership database with prior targets for Organisation Members and Student Members, the following action plans have been executed.

i) **Organisation Membership**

Invitations letters were sent to potential companies; unfortunately, no application was achieved. More potential companies were identified from the participating companies in the CILTHK 50th Anniversary Gala Dinner and have been approached to become our members. Other proactive approach in reaching out to potential transport/ logistics enterprises are under review by the Institute.

ii) **Student Membership**

In reviewing the effectiveness by conducting a 15-minute presentation on the Orientation Day of accredited programmes, MPC decided changing the strategy to seek more assistance from programme leaders. Programme leaders have been invited to help disseminating customised emails to their students and graduates. MPC will further explore the means to strengthen the relationship with local programme leaders who could play a vital role in promoting the CILT profession to their students.

Supporting Events and Marketing Opportunities

8. The Institute has participated as a supporting organisation to the following awards and programme hosted by the HKSAR Government and local professional institutions so to enhance the visibility of the Institute through their marketing activities.

i) **Hong Kong Awards for Environmental Excellence (HKAEE)** on 1st April – 16th June 2018

This annual award encompassed 2 annual competitions, namely Hong Kong Awards for Environmental Excellence (HKAEE) and Hong Kong Green Innovations Awards (HKGIA), which aims to encourage organisations to implement environmental management, to measure organisations' performance on their commitment to environmental management, and to recognise organisations with excellence performance on environmental management.

ii) **Hong Kong Green Organisation Certification Programme (HKGOC)** all year round

The HKGOC consists of 5 Certificates, namely 'Wastewi\$e Certificate', 'Energywi\$e Certificate', 'Productwi\$e Certificate', 'IAQwi\$e Certificate' and 'Carbon Reduction Certificate', to benchmark green organisations with substantial achievement in green management, to encourage participants to

adopt environmental practices in different aspects and to recognise their efforts and commitments to the environment.

- iii) **Social Capital Builder (SCB) Awards** in early July to September 2018
The SCB is organised by the Community Investment and Inclusion Fund (CIIF) of the Labour and Welfare Bureau to recognise individuals, enterprises and organisations which have contributed to the development of social capital in Hong Kong.

APPENDIX G

ANNUAL REPORT OF THE MEMBERSHIP COMMITTEE (MC)

By Mr. LEUNG Kong-yui, FCILT
Chairperson of the Membership Committee

Purpose

1. This report summarises the work of the Membership Committee in the year 2017/2018.

Composition of Membership Committee

2. The members of the Membership Committee for the session 2016/2018 are:
 - Mr. LEUNG Kong-yui, FCILT (Chairperson)
 - Ir Dr. Vincent Ping FONG, FCILT (Vice President)
 - Mr. Sam Man-sang CHOW, FCILT
 - Miss Karen Shui-kwan LAM, CMILT
 - Mr. Ricky Shun-bun LAM, CMILT
 - Mr. LI Wing-hong, CMILT
 - Dr. Venus Yuen-ha LUN, FCILT
 - Mr. MOK Chi-kit, CMILT
 - Ir Ken Tsz-kin NG, FCILT
 - Ir Dr. Paul Hon-yan TSUI, FCILT
 - Ir Prof. WONG Sze-chun, FCILT
 - Ms. Carolina Lai-ching YIP, FCILT
 - Miss Alice Wai-chong YIP, CMILT

Membership Committee Meeting

3. The Membership Committee held monthly meetings in the year of 2017/2018

Membership Statistics

4. The numbers of confirmed members as at 31st July 2018 and successful membership applications in the year of 2017/2018 with breakdowns by membership grade are tabulated as follows:

Membership Grade	Number of Successful Applications in 2017/18	Number of Members as at 31 st Jul 2018 (2017/18)	Number of Members as at 31 st Jul 2017 (2016/17)
Organisation Member	3	33	30
Hon Chartered Fellow	0	0	2
Chartered Fellow	7	137	136
Chartered Member	56	1021	1021
Member	11	258	271
Affiliate Member	16	137	142
Graduate Member	3	18	18
Student Member	271	352	162
Total	367	1956	1782

Organisation Membership

5. Three new Organisation Members are:
- Argos Bus Services Company Limited elected on 23rd February 2018;
 - CTBus Limited elected on 23rd February 2018; and
 - Hong Kong Ferry (Holdings) Company Limited elected on 19th April 2018.

Chartered Fellowship

6. In the year of 2017/18, a total of 5 Chartered Fellows by way of nominations, 1 by upgrade and 1 by eminence were approved by the Council.

Membership

7. As in last year in inviting CMILTs for upgrade to become FCILTs, the Membership Committee has again taken a proactive approach in encouraging Members (MILTs) to pursue membership upgrade application for to be CMILTs. After an initial review of the background of all MILTs case by case, 152 members whose educational qualification and/or working experience meeting the CMILT requirements have been invited. Applicants without the required educational qualification will be recommended sitting for the Viva Voce Professional Interview to ascertain the award of CMILT.

50% discount Scheme for Affiliate Membership/ Graduate Membership

8. To attract and support young members in their professional development, current part-time students and fresh graduates from CILT/CILTHK accredited programmes are offered a concession rate of 50% on the annual fee for Affiliate Membership for a term of 2 consecutive years. The responses to this scheme are listed below since its implementation in October 2013.

Year	Number of Members	
	<i>Affiliate Member</i>	<i>Graduate Member</i>
2013/2014	7	8
2014/2015	13	3
2015/2016	14	2
2016/2017	5	2
2017/2018	10	2

Free Student Membership

9. As one of the missions is to support young members in their development in the transport/logistics profession before joining the industry, an incentive scheme – FREE CILTHK Student Membership, as approved in the AGM 2014, have been introduced to students who meet the criteria below.
- Aged below 25, and
 - Full-time students studying CILT/CILTHK fully-exempted or partially-exempted programmes

Under this scheme, eligible students will enjoy a waiver on the annual fee for

Student Membership for a maximum of four (4) consecutive years as long as they are qualified for Student Membership. The total numbers of Student Members recorded under the scheme in the recent four years are as follow.

Year	Number of Student Members waived for the annual fee
<i>2014/2015</i>	<i>99</i>
<i>2015/2016</i>	<i>46</i>
<i>2016/2017</i>	<i>101</i>
<i>2017/2018</i>	<i>269</i>

Waiver of Membership Application Fee for Students taking CILTHK accredited programmes

10. There are 27 CILT/CILTHK accredited programmes being offered in Hong Kong with over 2800 students; however, the applications for Student Membership/ Affiliate Membership and Membership in the past few years were far less than expected. It was approved at the last AGM in 2017 to waive the one-off membership application fee of HK\$150 for full-time students who are studying CILTHK accredited programmes.

The total numbers of new Student Members and Affiliate Members recorded under the new scheme are as follow.

Year	Number of members waived for the application fee	
	<i>Student Member</i>	<i>Affiliate Member</i>
<i>2017/2018</i>	<i>269</i>	<i>11</i>

Membership Directory

11. To comply with the Personal Data (Privacy) Ordinance, that for members elected before 30th November 2006, their consent is necessary under the Institute's disclosure policy for handling members' private information. Members elected after 30th November 2006 have been asked to 'opt out' at the time of election if they do not want their personal information disclosed in the Membership Directory.
12. On considering some members who might not aware that they have to return their consent for publication of their personal information in Membership Directory each time; and therefore, the Membership Committee introduced an opt-in arrangements for members' consideration. Under the opt-in arrangement, member's personal information will be published in every Membership Directory until further instruction is received from the member. The opt-in letters were sent out to 778 members (who were elected before 30th November 2006) in December 2017, around 30% members have replied with their consent for publishing their entries in future's membership directory.

Retired Membership

13. Due to quite a number of members might not aware of the Retired Membership Scheme and together with the above mentioned opt-in arrangement for publication of personal information in the Membership Directory, two tick boxes will be included in future annual subscription notice starting from the session of 2018/2019 as a reminder and for members' selection.

Membership Benefits

14. The following membership benefits have been provided to our members.
- i) **Flower Palace** – 10% discount on all products for all CILTHK members.
 - ii) **Haagen-Dazs** – Ice-cream mooncake's Corporate Offer until 16th September 2018.
 - iii) **Harbour Cruise Bauhinia** – 20% discount on dinner buffet until 30th December 2018.
 - iv) **Hing Fat Flower Group** – 10% discount on regular-priced item at www.hfflora.com, and 10% discount on single purchase over HK\$500 at Hing Fat Flower Market.
 - v) **Ka Shun Petroleum Trading Company** – special rate per litre in gasoline and oil diesel consumption at all Esso and Mobil retail sites.
 - vi) **Kogan Page** – 20% discount on logistics books as per the book list.
 - vii) **Metropark Hotel Kowloon** – 15% discount at the House of Tang (Chinese restaurant), Palm Court (Western restaurant) and Sip Sip Bar until 30th December 2018.
 - viii) **Mobil 1 Promotion** offered by Brenntag Chemicals (HK) Pte Ltd. - special rate per litre on Mobil 1 Lubricant until 31st October 2017.
 - ix) **The Prudential Assurance Co. Ltd.** – special discount rates on various insurance policies.
 - x) **Shell Stations** – special rate per litre in gasoline and oil diesel consumption at Shell retail sites (except at Shell Airport – Passenger Terminal and Shell Airport – Cargo Terminal).
 - xi) **Shun Tak Hospitality Services Ltd.** – special discount rates on Hong Kong-Macau turbojet ticket and admission tickets for both Hong Kong and Macau tourist sites until 31st December 2018.
 - xii) **South China Morning Post** – special discount rates on 1-year print subscription packages until 30th June 2018.

APPENDIX H

ANNUAL REPORT OF THE PROFESSIONAL ACTIVITIES COMMITTEE (PAC)

By Mr. Timothy Kam-kuen LI, FCILT
Chairperson of the Professional Activities Committee

Purpose

1. The purpose of this report is to summarise the work done by the PAC during the year 2017/2018.

Membership

2. The members of the Professional Activities Committee for the session 2016/2018 are:
 - Mr. Timothy Kam-kuen LI, FCILT (Chairperson)
 - Ir Prof Vincent Simon HO, FCILT (Vice Chairperson – Transport Stream)
 - Ir Prof Patrick Po-cheung LEE, FCILT (Vice Chairperson – Logistics Stream)
 - Dr. Jacob Chak-pui KAM, FCILT (Vice President)
 - Miss Maryanna Fung-ying CHAN, CMILT
 - Mr. Alex Ping-yau CHAN, FCILT (*joined on 4th October 2017*)
 - Mr. Sydney Kam-cheung CHAN, FCILT
 - Dr. William Wai-sang CHAN, CMILT
 - Ms. Catherine Sau-king CHOW, CMILT
 - Ir Mervin Mo-boon CHOY, FCILT (*resigned on 8th August 2018*)
 - Mr. Ken Hung-hing CHUNG, CMILT
 - Ir Dannies Ying-kit HO, CMILT
 - Mr. Jacky Tsang KU, CMILT
 - Mr. Alan Wai-lun KWAN, CMILT (*joined on 4th October 2017*)
 - Mr. Simon Hon-chuen LAM, CMILT
 - Mr. Andy Ying-hung LAM, CMILT
 - Mr. Patrick Shing-shun MAN, FCILT
 - Ir Dr. Irene Wai-kuen POON, CMILT
 - Ir Thomas Tze-kin TAM, CMILT
 - Mr. Ellan Kwok-fai TONG, CMILT
 - Mr. Alex Chun-ho WONG, CMILT
 - Ms. Julia YOUNG, CMILT
 - Mr. Thomas Sze-piu YU, CMILT
 - Dr. Simon Sheung-man YUEN, CMILT

Seminars

3. The following seminars were organised/co-organised with other institutions for members from September 2017 to August 2018:
 - i) **CILTHK 50th Anniversary Seminar Series**
To celebrate the 50th Anniversary of CILTHK in 2018, PAC joins force with MPC to organise the CILTHK 50th Anniversary Seminar Series – **Evolution of Transport and Logistics in Hong Kong for 50 years** to illustrate and appraise the development of the transport and logistics industries in Hong Kong. Renowned local transport and logistics companies which have more than 50 years of history have been invited to share their stories. The first two seminars were held successfully in May and July.

“Episode I: Train & Tram” presented by Hong Kong Tramways Ltd. (HKT) and MTR Corporation Ltd. (MTR) on 26th May 2018

HKT is regarded as one of the busiest tram lines in the world. The tramway serves up to 200,000 passengers per day. Paralleling the modernisation of facilities and enhancement of service quality, retaining the over 100-year icon is always their mission. Mr. Cyril AUBIN, Managing Director of HKT and Mr. Steven CHAN, the Senior Engineering Manager shared the story of the 100-year iconic double-decker from the past to present and addressed how HKT strives to provide environmental friendly local public transport services at high frequency and low prices.

MTR established in 1975 to provide mass transit service for Hong Kong people, it has evolved from a single-line operation to an integrated network covering all districts of Hong Kong. The passenger capacity is now about 5.8 million passengers per day which covers nearly 50 percent of the travelling public. Mr. Ronnie TONG, Head of Operating; Mr. Kelson CHAN, Strategy & Planning Manager and Ir Gary ZHANG, Group Station Manager of MTR, elaborated to audience how MTR adopts a customer-centric strategy and adopts innovation and technology to tackle the many technical, commercial and societal challenges, at the same time shared how MTR has taken its vision and success outside Hong Kong.

“Episode II: Sea Passenger and Cargo” presented by Fat Kee Stevedores Ltd. (FKS) and Hong Kong Ferry (Holdings) Co. Ltd. (HKF) on 14th July 2018.

FKS founded in 1949, is a long established logistics operator in Hong Kong which provides high quality services in land and sea transportation, distribution center operations, supply chain solutions and waste logistics management. FKS has witnessed the changes of development in Hong Kong and transformed itself from a small set up company which relied substantially on manual labour to a multi-disciplinary organisation today. Mr. David KONG, Managing Director of FKS and the Executive Director, Mr. Terence YAN, shared with the audiences their experience on how FKS morphing itself with Hong Kong and how they position FKS to tackle the challenges and grasp the opportunities ahead.

The Hongkong & Yaumati Ferry Co. Ltd. (HYF), is part of Hong Kong Ferry (Holdings) Co. Ltd. (HKF), has been providing ferry service in Hong Kong for almost a century since 1923. Before cross harbour tunnels and metro were built, ferry was one of the most important modes of transportation in the city and HKF was one of the major ferry service providers to islanders. Ir Willie YEUNG, Deputy General Manager of HYF gave a brief review of the company's history and presented how HKF and HYF adopt and develop themselves to cope with the changes throughout the years.

This seminar series would not be succeeded without the unfailing support of the above participating companies and HKU SPACE Centre for Logistics and Transport in co-organising the July seminar at their Admiralty Learning Centre.

- ii) **“CILTHK Seminar: To Automate or Not to Automate, that is the question for Hong Kong e-Commerce Logistics”** presented by Prof George HUANG, Professor and Head of Department of Industrial & Manufacturing Systems

Engineering of HKU on 25th September 2017

Irrespective of ecommerce has been developed dramatically over the years and becomes a great opportunity for Hong Kong logistics industry, its development shown a bottleneck no matter it is online or offline or O2O. The large quantity and variety require high operational efficiency. That is not easy to achieve with manual handling and automation is considered. In view of the typical warehouse tenancy in Hong Kong is in the range of 2 to 5 years, it is challenging to a logistics operator to invest on automation in such a short period of time. To combat the challenge, Prof George HUANG introduced a game theoretic business model for ecommerce warehouse automation. Also, various approaches and options of smart automation for ecommerce logistics were shared in the seminar.

- iii) **“Joint Seminar: How the local SME logistics practitioners can capitalise on China’s Cross Border E-commerce Opportunities”**, *presented by Mr. Terry CHAN, Chairman of Hong Kong eCommerce Supply Chain Association; Mr. Andy LAM, Honorary President of Hong Kong Cross Border E-commerce Association; Mr. Lawrence LI, Director of Brand Express; Mr. YK IP, Senior Manager of The BUD Fund Secretariat of Hong Kong Productivity Council on 15th December 2016*

As the 12 comprehensive pilot zones were approved to be set up in January 2016 by the State Council in Tianjin, Shanghai, Chongqing, Hefei, Zhengzhou, Guangzhou, Chengdu, Dalian, Ningbo, Qingdao, Shenzhen and Suzhou, together with Hangzhou which was approved earlier, the cross-border e-commerce trade has become a new economic growth engine. In the first half year of 2017, these pilot zones had registered the total imports and exports exceeding RMB100 billion, more than a double year-on-year increase.

With the generous support of the 4 industry experts in the area of cross-border e-Commerce trade, the joint seminar was held successfully in collaboration with the SCR of PolyU, HKIE-LTD and IPSHK at PolyU which attracted about 100 participants to attend. The speakers shared and exchanged their unique insights and experiences towards the evolution and innovation of the e-Commerce ecosystem in Hong Kong and mainland China, and the challenges and opportunities for the local SME logistics companies in the megatrends were also discussed.

- iv) **“CILTHK Seminar: Human Remains Shipment”**, *presented by Mr. Alan LEUNG, FCILT, Founder and Director of A&G Logistics Ltd. on 23rd October 2017*

Suffering the loss of a loved one is one of the most sadness and difficult things we may face especially when unfortunate incident happened overseas. Mr. Alan LEUNG, FCILT, has been running special services in human remains delivery by his company, A&G Logistics Ltd. In the last two decades, over 1,500 cases of human remains shipments from Hong Kong to worldwide have been handled. Mr. LEUNG introduced the workflow of handling human remains shipment all the way from airline spacing booking, documentation arrangement, dealing with consulate, shipment arrangement from mortuary to the board of aircrafts. Mr. LEUNG quoted different cases that attracted a great deal of interest from the audiences.

- v) **“CILTHK Two-day Course 2017 (Part II) – Commercial Arbitration”**, presented by Mr. Philip YANG, Maritime & Commercial Arbitrator; Prof Albert LEUNG, Director of Operations of Jacobs China Ltd. and Mr. Danny MOK, Maritime and Commercial Arbitrator, on 11th-12th November 2017

This annual flagship event was continued co-organising for members of CILTHK, HKARMS, HKIE-LTD, IMechE(HK) and students. With the continuous support of the Shipping Research Center (SCR) of the Hong Kong Polytechnic University, the course was held successfully at the Jockey Club Innovation Centre, PolyU on 11th-12th November 2017. The theme focused back on “Commercial Arbitration”, the 3 keynote speakers elaborated the topics in six informative and valuable lectures with different cases sharing to enable the audiences to understand more easily. The course had attracted over 200 participants to join and led a fruitful discussion.

- vi) **“How disruptive trend of transports leveraging Google”**, presented by Mr. Dennis WONG, Director and Co-founder of Master Concept (Hong Kong) Ltd. on 30th November 2017

Digital technology has fundamentally changed the world. This disruptive force is capable in transforming every single industry that change has already with the transport and logistics sectors. Not only the traditional business models have been enhanced and transformed but also new engagement business models were invented, for example, companies like Uber have grown to become multi-billion dollar global enterprises. Mr. Dennis WONG introduced the Google technologies to the participants and shared different cases to showcase how the technologies help the future development of metro, rail, road, air and other automotive industries. Mr. WONG also demonstrated that the Google technologies is not only offering variety of powerful services designed for work and productivity, but also can help individual users and SME to start up their business with very low cost.

- vii) **“Back to Basics How to handle a Marine Cargo Claim”**, presented by Ms. Gwenette VETUZ, Consultant and Ms. Helen TANG, Senior Associate of Reynolds Porter Chamberlain on 24th February 2018

Hong Kong serves as a regional hub port to South-East and East Asia, and is considered an economic gateway to mainland China. It is the largest container port serving Southern China and is one of the leading container ports in the world. It is inevitable that cargo claims would arise when such large volume of container trade passes through Hong Kong. Ms. Gwenette VETUZ and Ms. Helen TANG, led the audiences looking into the potential issues which arise in a cargo claim and the best practices in handling them. The seminar covered a wide range of topics in Cargo Claim: life cycle of a Cargo Claim; what to do when a cargo claim arises; what to note as a cargo claimant; what to note when defending a cargo claim; position of a freight forwarder; ship arrest & security; litigation of a cargo claim in the Hong Kong Courts; arbitration & other dispute resolution methods; bill of lading issues, etc.

- viii) **“The Development & Tactics of Express Giant in Mainland & International Courier Market”**, presented by Mr. SC YU, CMILT, Associate Director of Economics and Logistics Research Centre of City Think Tank and Member of Logistics Policy Committee of CILTHK; Dr. Simon YUEN, CMILT, Senior

Lecturer & Deputy Scheme Leader of PolyU SPEED and Member of Professional Activities Committee of CILTHK on 6th March 2018

In the wake of a huge demand of China domestic import market and opportunities of exporting China-made products to the global market, several local-based courier firms grasp the opportunity to expand their business since early 90's and now become leading couriers and express giants in mainland China. Mr. SC YU and Dr. Simon YUEN presented an overview of the international, regional and local courier and express market in the seminar. The presentation also included an in-depth review, analysis, tactics and strategy for express service provider to evaluate their competitive advantage and challenges of the business.

- ix) **“Smart Mobility – Installation of Traffic Detectors on Strategic Routes in Hong Kong”**, presented by Ir Shirley LEUNG, Senior Engineer/ Survey & Projects of Transport Department, HKSAR Government and Ir Gary LEUNG, Associate Director, Transportation (Traffic & Transport Planning) of AECOM Asia Co. Ltd. on 9th April 2018

Since the completion of the Intelligent Transport Systems Strategy Review Study in 2001, the Transport Department has implemented a wide spectrum of advanced technologies to enhance the efficiency of traffic management and to improve the overall capacity of the road system and safety. Ir Shirley LEUNG and Ir Gary LEUNG were invited to deliver a seminar on how various technologies have been deployed on strategic routes and their application. It was introduced in the seminar that about 400 sets of traffic detectors were planned to be installed along some of the strategic routes to detect vehicles passing by and collect real-time traffic data like traffic volume and speed. By using these advanced traffic detection technology, automatic incident detection and data collection could be achieved continuously 24 hours a day and 7 days a week.

Site/Company Visits

- 4. The following site visits were organised during 2017/2018.

- i) **Hong Kong Shipyard Ltd.** on 25th November 2017

CILTHK was pleased to arrange this technical visit for members and industry players in supporting the Hong Kong Maritime Week 2017. Hong Kong Shipyard Ltd. is a wholly-owned subsidiary of The Hong Kong Ferry (Holdings) Co. Ltd. with over 60 years of history in marine engineering. The visit had attracted over 30 people to participate. Participants were enriched with knowledge on the operations and surprised by the comprehensive engineering and maintenance services provided in the shipyard. Ir CHAN Chi Ming, Deputy General Manager also shared the development history of the local ship repair and maintenance by showing numbers of historical visuals and stories which drew an overwhelming responses from the participants.

- ii) **New CAD Headquarters Building on the Airport Island** on 26th January 2018

Apart from the regulatory role, the Hong Kong Civil Aviation Department (CAD)

is the sole air navigation of air traffic control services to all aircraft operating at the Hong Kong International Airport (HKIA) and within Hong Kong Flight Information Region (HKFIR). CAD supports safe, reliable and efficient air traffic services by exploring and implementing the latest aviation technologies and initiatives promoted by the International Civil Aviation Organisation (ICAO). Mr. Raymond LI, Assistant Director-General and Mr. Bill LEUNG, Senior Operations Officer (Technical Administration) introduced the Air Traffic Control Units, Air Traffic Control Sectorisation plan, air route network of HKIR, 3-runway system and the new Air Traffic Management System (ATMS) which has been commissioned in 2016 for the future 3-runway development and the increasing air traffic growth at the visit. The visiting group was also brought to tour around the aviation education path where showing the local aviation development, global cooperation and worldwide network, aircraft model gallery and the aircraft simulator. Participants were attracted and impressed by the rapid development and sophisticated technology that applies in CAD.

iii) **Government Flying Service** on 6th July 2018

The Government Flying Service (GFS) is one of the disciplined services of the HKSAR Government which operates in accordance with the civil aviation rules and provides the community of Hong Kong with a broad spectrum of flying services, including round-the-clock search and rescue, emergency air ambulances, fire-fighting and support to various law enforcement agencies. To carry out these tasks, the GFS is equipped with a mixed fleet of operational aircrafts comprising two fixed-wing aircrafts, three AS332 L2 Super Puma helicopters and four EC155 B1 helicopters. The visiting group was received by Ir Donny CHAN, Chief Aircraft Engineer of GFS and his team. Ir CHAN gave a brief introduction of GFS which allowed the participants to get a glimpse of the total landscape of GFS and their motto 'Semper Paraus' means 'always ready'. Participants were impressed with the operation statistics and duties of GFS that are not aware by the public in general. The visit was ended with the guided tour to the GFS Air Command and Control Centre as well as Hanger for static display of aircraft. Participants found the visit very interesting and informative.

CPD Activities

5. To meet with the increasing need for Continuing Professional Development (CPD), the Committee continued collaborating with the Institute of Transport Studies of the University of Hong Kong in offering free seminars under Distinguished Transport Lecture Series to Institute's members.
 - i) Assessment of the Road Safety Benefits of Connected Vehicle Technologies, 12th March 2018
 - ii) Port Infrastructure Development in Hong Kong Opportunities and Challenges, 26th April 2018
 - iii) Dynamic Traffic Assignment: History, Recent Result & Unanswered Questions, 5th June 2018
6. The Institute has been a supporting organisation to the following conferences/events hosted by local and overseas academic institutions and/or professional institutions.

Date	Activities
6 Sep 2017	BEC Seminar Low Emission Road Transportation & Logistics -Purchasing and Managing Vehicles
11 Sep 2017	Belt and Road Summit
13 Sep 2017	HKIE 'Technology for Smart Logistics: towards 2030+' Conference
15 Sep 2017	LSCM Logistics Summit 2017 Logistics Robotics and Technologies for Belt and Road Initiative
9 Oct 2017	China Daily Asia Leadership Roundtable Business Luncheon Guangdong-HK-Macao Greater Bay Area from the Belt & Road Perspective: Opportunities and Challenges
11-12 Oct 2017	Payload Conference Asia 2017
22-27 Oct 2017	27 th Annual Conference of International Railway Safety Council (IRSC 2017)
1-2 Nov 2017	"4th China International Logistics Development Conference Theme: Connectivity and integration, opening and sharing"
7 Nov 2017	GS1 Hong Kong Summit Business Transformation for Customer Centricity
14 Nov 2017	The Industry and University Collaboration Forum 2017 (IUCF) Connecting the Dots for Reindustrialisation: The Greater Bay Area Landscape
15 Nov 2017	SCLP Speaker Luncheon: The Greater Bay Area
21 Nov 2017	GS1 Hong Kong Belt & Road Summit Digital Belt & Road Opportunities Unleashed – eTrading and eLogistics
21 Nov 2017	Joint Seminar organised by HSMC & Hong Kong Shue Yan University Challenges and Opportunities in Maritime Disputes
23-24 Nov 2017	The 7th Asian Logistics and Maritime Conference (ALMC 2017)
25 Nov 2017	Forum on e-Cargo Power: 電子貨運新趨勢論壇
7 Dec 2017	Greater Bay Area Forum: 大灣區物流與貿易便利化
13 Dec 2017	BSI Road Safety Seminar 2017
9-11 Dec 2017	"22nd International Conference of Hong Kong Society for Transportation Studies 'Transport and Society' "
14 Dec 2017	The 8 th Hong Kong Logistics Forum: 科技救物流
22 Dec 2017	HKSTLA Forum: 解讀中國跨境電子商務法規及致勝策略
24 Feb 2018	Joint Seminar: ISO 45001 Latest updates on ISO 45001 and how BSI' s Testing and Certification Services can bring peace of mind
8 Mar 2018	Risk Management & Safety Seminar: A comparison of two incident investigation methodologies and their graphical representation of the findings
20-21 Mar 2018	Asia Pacific Rail 2018 Theme: Innovation, Technology & Strategy for Asia Pacific' s Rail Industry
20-21 Mar 2018	The 4th Myanmar Infrastructure Summit 2018
28 Mar 2018	BSI Anti-bribery Seminar 2018 Global Updates on Anti-Corruption
4 Apr 2018	IPSHK AGM cum Seminar The Smart Procurement & Supply Chain Initiative – Faster, Cheaper and Better
20 Apr 2018	Innovature 2018 Innovation for Future
9-11 May 2018	Build4Asia 2018 Theme: The Technology Showcase for the Building Electrical Engineering & Security Industries

Date	Activities
18 May 2018	IOSH Hong Kong Annual Safety Conference 2018 Advance OSH through Innovation – Enhance, Collaborate and Influence
6 Jun 2018	Hong Kong IoT Conference 2018 Unleashing the Real IoT Business Values
3-6 Jun 2018	CILT International Convention 2018 Linking CEE to the World, The Electric Car Revolution and its impact on Logistics
16 Jun 2018	Experience Sharing Seminar: Hong Kong Awards for Environmental Excellence (HKAEE)
28 Jun 2018	Economic & Finance Seminar cum CityU CEO Forum A new Green Economic Model with Global Social Impact in Myanmar
28 Jun 2018	Belt and Road Summit – “Collaborate for Success”
15 Sep 2018	PolyU SRC Contemporary Logistics Seminar
27 Sep 2018	HKIE Conference The Challenges of Logistics Technology – Opportunities and Innovation
18-24 Nov 2018	Hong Kong Maritime Week 2018
20-21 Nov 2018	8 th Asian Logistics & Maritime Conference (ALMC) Asian Connectivity & New Retail Revolution
4-5 Dec 2018	The 33 rd Asia Pacific Occupational Safety and Health Organisation Annual Conference (APOSHO 33)
8-10 Dec 2018	The 23rd International Conference of Hong Kong Society for Transportation Studies Transportation Systems in the Connected Era
19-20 Mar 2019	Asia Pacific Rail 2019 Innovation, Technology & Strategy for Asia Pacific's Rail Industry

Concluding Remarks

7. To provide quality professional activities to members, Professional Activities Committee members continued to hold bi-monthly meetings during the current session. The Professional Activities Committee will continuously to organise and promote various activities in relation to the transport and logistics field.

APPENDIX I

ANNUAL REPORT OF THE PUBLICATION COMMITTEE (PC)

By Ir Dr. David Chi-shing HO, FCILT
Chairperson of Publication Committee

Purpose

1. The purpose of this paper is to summarise the work done during the year 2017/2018 and report on the current activities carried out in the 2016/2018 session.

Members of Publication Committee

2. The Publication Committee for the 2016/2018 term have the following members.
 - Ir Dr. David Chi-sing HO, FCILT (Chairperson)
 - Dr. Roger Kwok-yuen CHAN, CMILT
 - Mr. Joseph Chun-fai TSUI, FCILT
 - Ms. Phoebe Kin-chee WONG, CMILT
 - Dr. YIP Tsz-leung, FCILT

Publication of *CILTHK* Newsletter

3. As the communication channel between the Institute and members, the *CILTHK Newsletter* focuses on reporting various activities of the Institute, local and international, for members' information. Four issues (Issues 70-73) have been published since the last Annual General Meeting held on 14th September 2017.
4. The newsletter issues 70 & 71 (the last two issues in the year 2017) were printed copies and distributed to members, CILT Councils, companies, governmental departments, public organisations, professional bodies, universities and tertiary institutions and public libraries. The breakdown of the average circulation of 2,000 copies/issue is tabled as follows:

Categories	Circulation Number
CILTHK Members	1,700 – 1,800
CILT Territorial Organisations & Institute Branches	e-mail copy
Universities and Tertiary Institutions	60
Governmental Departments / Public Libraries / Trade Associations	110
Others (distribution through seminars, conference displays, membership promotion programmes)	50-100
Chief Editors of the Press/Media	15

5. As reported in the last AGM report 2017, to go green and for cost-saving reasons, the quarterly newsletter has been in e-version in 2018 starting from the newsletter issue 72 (Jan-Mar 2018), while a combo printed copy consolidating all four quarterly issues of the year will be prepared at year end and delivered by post for members' reference/retention.

Looking Ahead and Acknowledgement

6. The Committee looks forward to enrich the contents and welcome members' ideas for further improvement. I also take this opportunity to sincerely thank Committee members and various other committees for contributing their valuable time and effort in the publication of the *CILTHK Newsletter*.

APPENDIX J

ANNUAL REPORT OF THE QUALITY ASSURANCE COMMITTEE (QAC)

By Prof. Anthony Gar-on YEH, FCILT
Chairperson of the Quality Assurance Committee

Purpose

1. The purpose of this report is to summarise the work done by the Quality Assurance Committee in the year 2017/2018.

Membership

2. The members of the Quality Assurance Committee for the session 2016/2018 are:
 - Prof. Anthony Gar-on YEH, FCILT (Chairperson)
 - Dr. Stephen Ming-kei CHING, CMILT
 - Prof. George Guoquan HUANG, FCILT
 - Mr. LEUNG Kong-yui, FCILT
 - Prof. Janny May-yee LEUNG, FCILT
 - Prof. Becky Pui-ying LOO, FCILT
 - Dr. Venus Yuen-ha LUN, FCILT
 - Dr. Isaac Ka-chui NG, FCILT
 - Ir Prof. WONG Sze-chun, FCILT
 - Ir Dr. Eugene Yin-cheung WONG, CMILT

Programme Accreditation

3. New Accreditation Awarded:
 - i) *BBA in Aviation Management and Logistics*, PolyU
 - A provisional full exemption for admission in the first intake in 2017 (review of the provisional full exemption will be conducted when the first cohort of students were graduated)
 - ii) *HD in Airfreight Management and Global Logistics*, IVE (Tsing Yi) & IVE (Kwun Tong)
 - Partial exemption for 6 papers for 3 years from the first intake in 2018 till the last intake in 2020
 - iii) *Associate Degree in Business (Logistics and Supply Chain Management)*, HKCC PolyU
 - Partial exemption for 6 papers for 3 years from the first intake in 2018 till the last intake in 2020
 - iv) *HD in Global Supply Chain Management*, HKU SPACE
 - Partial exemption for 7 papers for 3 years from the first intake in 2018 till the last intake in 2020
4. Accreditation Visits:
 - i) HKU, 19th Dec 2017
 - BEng in Industrial Engineering and Logistics Management
 - MSc (Eng) in Industrial Engineering Logistics Management
 - MSc (Eng) in Transportation Engineering
 - MA in Transport Policy and Planning
 - MSc in Urban Planning

Full exemptions were awarded for the above 5 programmes for 5 years from the first intake in 2018 to the last intake in 2022.

- ii) HKU SPACE, 28th June 2018
 - PDip in Logistics and Transport Management - Full exemption for 5 years from the first intake in 2019 to the last intake in 2023
- iii) In accordance with the cycle of re-accreditation, accreditation visits to HKUST, CUHK and HKPU to review those full-exempted programmes will be conducted in the 4th quarter this year and early next year.

Revision of QAC Handbook

5. During the course of assessments of accreditation applications, the following clauses/sections were suggested to be modified or added in the QAC Handbook:
 - 4.1.13 Award of exemption for post-graduate programme that a transport- and/or logistics-related dissertation is a must; or if dissertation is not a core subject in the master degree programme, the general coverage of the CILTHK PQE content needed to be 70%
 - 4.1.16 Programme Leader/Director is preferable a CMILT or above and at least one member of the programme management committee should be a CMILT or above
 - 4.9 New section on "Conflict of Interest"

Waiver of Membership Application Fee for students undertaking local CILTHK accredited programmes

6. To attract more full time students joining the Institute as members (Student Members or Affiliates or Members), the waiver of membership application fee of HK\$150 was approved in the last AGM. Please refer to the Membership Committee Report on pages 51-52 for new applications received in 2017/2018.
7. In the past year, there was around 12% of full-time students undertaking CILT/CILTHK accredited programmes applying for free Student Membership through the scheme. Other than the normal means of membership application by completing the Student Membership Application Form, a simplified process will be introduced to encourage more students' applications.

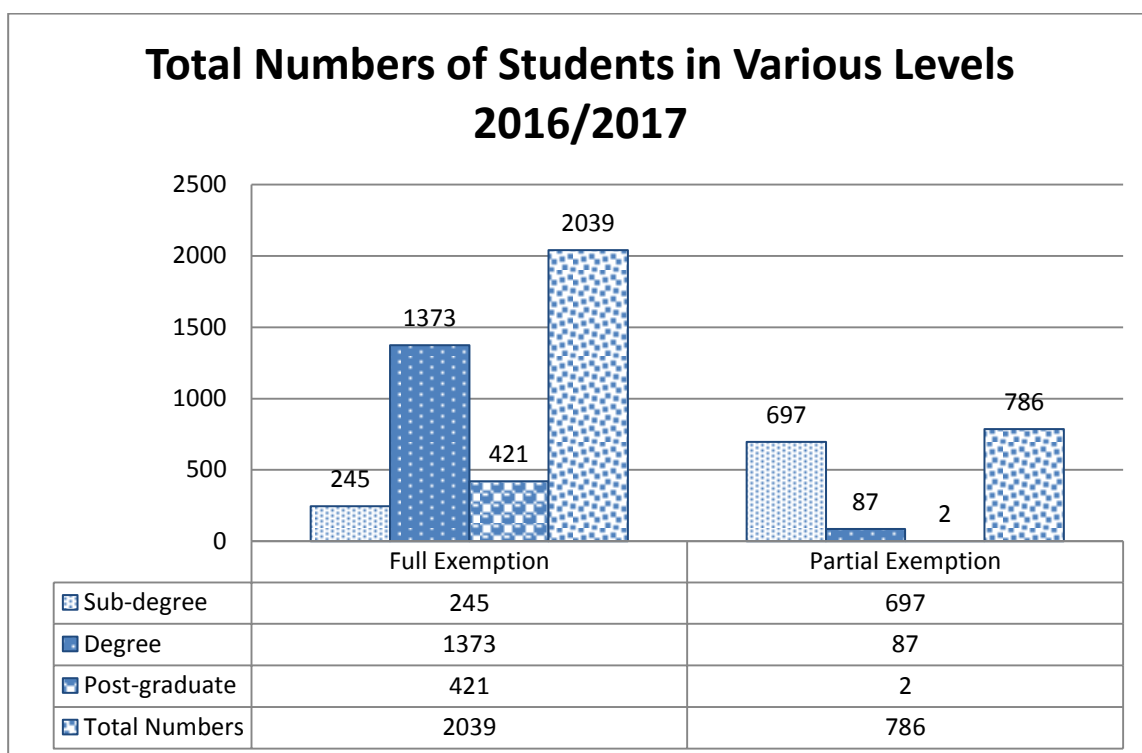
Annual Return

8. The Annual Return for the academic year 09/2016-08/2017 was conducted in October 2017. The student/graduate statistics are summarised below.

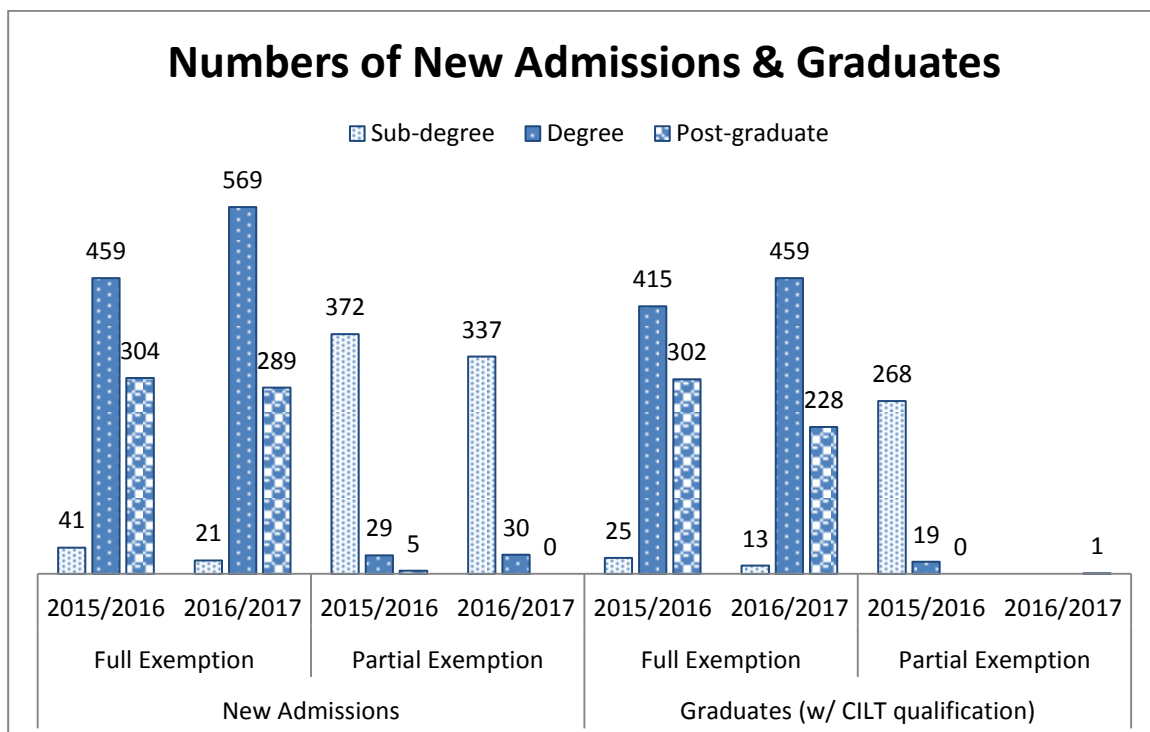
- i) Numbers of CILT/CILTHK accredited programmes delivered in Hong Kong

Level	Full Exemption	Partial Exemption
Sub-degree	1	8
Degree	8	1
Post-graduate	7	2
Total	16	11

ii) Total numbers of students in various levels



iii) Comparison of the total numbers of New Admissions and Graduates in the academic years: 2015/2016 (last survey) vs 2016/2017 (current survey)



APPENDIX K

ANNUAL REPORT OF THE TRANSPORT POLICY COMMITTEE (TPC)

By Ms. Carolina Lai-ching YIP, FCILT
Chairperson of the Transport Policy Committee

Introduction

1. The purpose of this paper is to summarise the work done by the Transport Policy Committee in the year 2017/2018.

Membership of Transport & Logistics Policy Committee

2. The members of the Transport Policy Committee for the session 2016/2018 are:
 - Ms. Carolina Lai-ching YIP, FCILT (Chairperson)
 - Mr. LEUNG Kong-yui, FCILT (Vice Chairperson)
 - Mr. TSANG Wing-hang, FCILT (President)
 - Dr. Jacob Chak-pui KAM, FCILT (Vice President)
 - Mr. Evan AU-YANG, FCILT
 - Mr. Demen Kwok-wai CHEUNG, CMILT
 - Mr. Sam Man-sang CHOW, FCILT
 - Mr. William Chak-man CHUNG, CMILT
 - Dr. Sylvia Ying HE, CMILT
 - Mr. Sunny Wing-tat HUI, CMILT
 - Mr. Alok JAIN, CMILT
 - Mr. KI Yu-tin, CMILT
 - Mr. David Cheuk-lun KONG, FCILT (*joined on 19th December 2017*)
 - Mr. Ricky Shun-bun LAM, CMILT
 - Mr. Franki Hoi-cheung LI, CMILT
 - Mr. Ken Yat-hung LI, CMILT
 - Mr. MOK Chi-kit, CMILT
 - Mr. Gordon K. NEILSON, CMILT
 - Mr. Newton Yee-kwan NG, CMILT
 - Mr. Mark Andre SAVELLI, FCILT
 - Dr. SZETO Wai-yuen, CMILT (*joined on 19th December 2017*)
 - Mr. Paul SOUSA, CMILT
 - Ms. Jorence Yin-kwan TSANG, CMILT
 - Mr. Emmanuel VIVANT, FCILT (*resigned on 16th August 2017*)
 - Mr. Andrew Chi-wai WAN, CMILT
 - Ms. Phoebe Kin-yee WONG, CMILT
 - Mr. Sunny Seung WONG, CMILT
 - Mr. Leo Chiu WONG, CMILT
 - Ms. WONG Mei-chi, CMILT
 - Mr. Allan Wai-hoong WONG, CMILT
 - Mr. Bobby Siu-lung YEUNG, CMILT
 - Mr. Edwin Wing-chun YEUNG, CMILT
 - Hon. Frankie Chi-ming YICK, FCILT

Policy recommendations / Submissions

3. **Submission on Public Transport Strategy Study, 16th January 2016**
The Government released the Public Transport Strategy Study (PTSS) in June 2017.

It reviewed the overall strategic arrangement of transport services other than heavy rail. The Institute opined that the report was a good reflection of the existing practices of the public transport system in Hong Kong. However, as a strategy report, there were much to be desired. A submission was sent to the attention of the Secretary of Transport and Housing for the Government's consideration.

Mr KY LEUNG represented the Institute in attending the LegCo's Panel on Transport Meeting and presenting the Institute's viewpoint on 22nd January 2018

4. **Submission on PTSS (Follow-up on THB's reply of 15th February 2018), 11th June 2018**

A reply was received from the Transport and Housing Bureau on our former submission on PTSS. Since the last Comprehensive Transport Study was completed in 1999 and there had been major changes at various fronts in past decades. The Institute was disappointed with the Government's reply that there was lacking a comprehensive assessment of the future transport needs and measures that need to be taken to meet the future challenges. The Institute therefore sent a further submission in this regard.

All copies of above letters/submissions and corresponding replies on items 3 & 4 have been posted at the NEWS/POSITION PAPERS page on the Institute website.

During the past year, the following presentations and sharing sessions have been arranged in Transport Policy Committee meetings for discussion:

5. Dr. HUNG Wing-tat, Chairman of the Hong Kong Taxi Council, gave a presentation on their Proposed Taxi Reform on 19th December 2017.
6. Mr. Joe MA, Deputy General Manager of Shenzhen Bus Group Co., Ltd., was invited to share the electric bus service and development in Shenzhen with members on 6th February 2018. Following the sharing session, a visit to the Shenzhen Bus was arranged for TPC members on 24th March 2018. The highlight of the day was to see the trial on driverless bus, as well as the operation of electric buses. It was a fruitful visit to help members learn more about Shenzhen's experience.
7. The Transport Department (TD) conducted a "Consultancy Study on Enhancing Walkability in Hong Kong – Feasibility Study" in May 2018. Staff of TD and Mott MacDonald (the consultancy firm) were invited to give a presentation on the study and exchanged views and experience on walkability and application in Hong Kong with members on 19th June 2018.
8. Mr. Alok JAIN, CMILT, TPC member gave a presentation on "Artificial Intelligence in Public Transport" on 21st August 2018.

APPENDIX L

ANNUAL REPORT OF THE WOMEN IN LOGISTICS AND TRANSPORT, HONG KONG (WiLAT)

By Ms Vicky Wai-ming KOO, FCILT
Chairperson of the Women in Logistics and Transport, HK

Purpose

1. The purpose of this report is to summarise the work done by the WiLAT during the year 2017/2018.

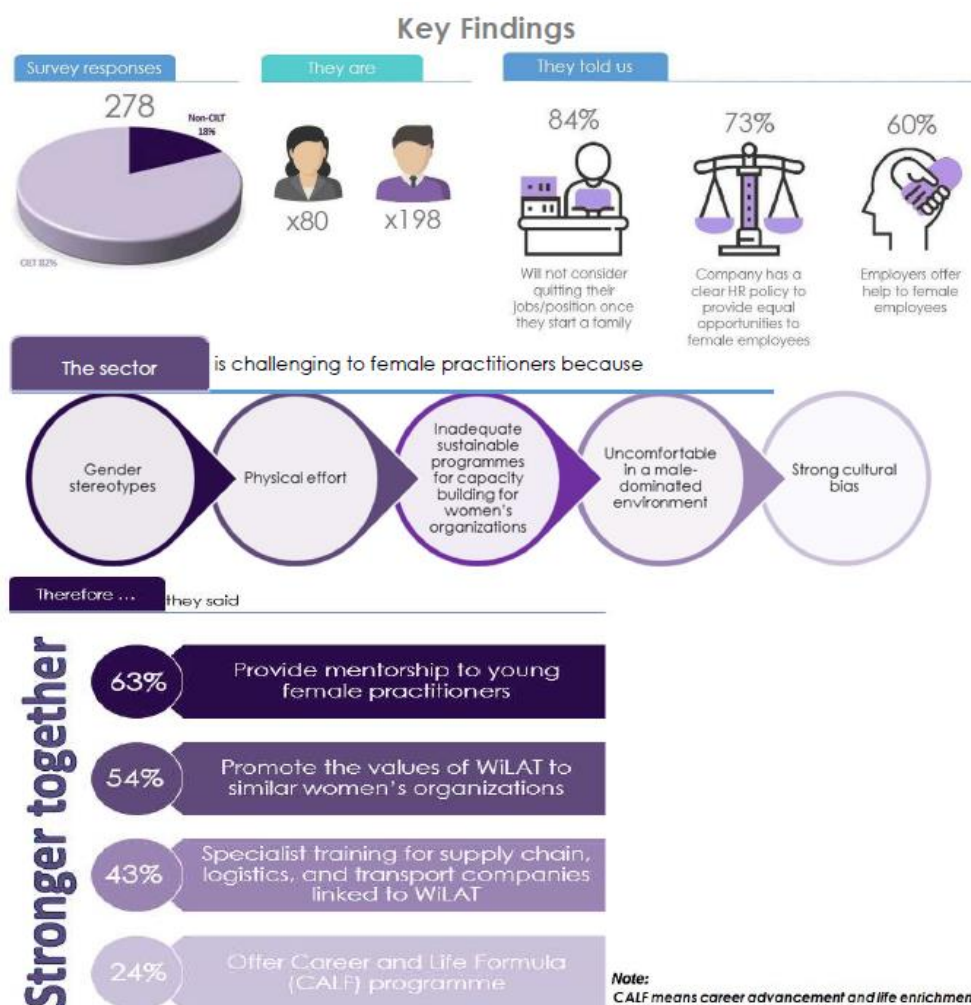
Membership

2. The members of the Women in Logistics and Transport HK for the session 2016/2018 are:
 - Ms. Vicky KOO Wai-ming, FCILT (Chairperson)
 - Ms. Cecelia YEUNG Mo-kam, CMILT (Vice Chairperson of Branding and Funding)
 - Ms. Carmen LI Wai-ching, FCILT (Vice Chairperson of ROW)
 - Mr. Kenneth LAW Kin Wu, CMILT (Vice Chairperson of Activities)
 - Ms. Alice YIP Wai-chong, CMILT (East Asia Regional Coordinator)
 - Ms. Annie SHEK Ying Tung, Affiliate (Administrator)
 - Dr. Dorothy CHAN, Hon Fellow (Global Advisor)
 - Ms. Miriam LAU Kin-yee, FCILT (Advisor)
 - Mrs. Judy LI WU Wai-lok, FCILT (Advisor)
 - Ms. Anna HONG Yu-han, FCILT (Advisor)
 - Mrs. Miranda LEUNG CHAN Che-ming, FCILT (Advisor)

WiLAT Survey 2018

3. In a highly competitive operating environment, retention of talent is a key factor for success in the business community. The same speaks for the supply chain, logistics and transport industry. To encourage diversity and to develop the potential of our young talent and in particular female employees, Women in Logistics and Transport, Hong Kong conducted a comprehensive online survey among members of the Institute and supporting organisations on how to attract and retain female talent in the industry. The survey was professionally supported by HKU SPACE Survey team.

The survey has learnt about the key factors affecting female decisions in joining the supply chain, logistics and transport sector, the hindrances they face in their mid-careers and what measures could help them to retain them in the industry. More than 14% of CILT HK members responds were collected. In addition, a good number of non CILT members and organisations have also participated the survey with good input. Infographics from the survey result was shared with Global WiLAT at ICM Poland; and the full report have been distributed to key government departments in Hong Kong as well as other women organisations and key industry players. The survey was conducted between 12th March and 9th April 2018 and the key findings are summarised below:



Activities/seminars organised/co-organised with other institutions for members from September 2017 to August 2018

4. **CALF 2017 Graduation Ceremony** on 27th August 2018
Career and Life Formula (CALF) Professional Advancement Programme for Young Managers of the Logistics & Transport Industry was jointly organised by Women in Logistics and Transport, Young Members Committee, Education and Training Committee and Logistics Policy Committee of CILTHK. The CALF Programme aims at allowing our young professionals to have the opportunity to expose themselves to industry leaders; learn latest industry trends, be experienced to dialog with senior executives and build their social support network as a preparation for their future career advancement.

The 2nd CALF programme 2017 continued to offer a series of professional seminars which were delivered by industry leaders and subject matter experts in logistics and transport in May to November 2017. CALF 2017 Graduation Ceremony was held on 27th August 2018.

5. **APICS & HKUSPACE Supply Chain Excellence Seminar** on 20th August 2018
WiLAT Hong Kong was the supporting organisation of the HKU SPACE to offer the "Supply Chain Excellence" seminar on 20th August 2018 (Monday) at HKU SPACE

Admiralty Learning Centre. Mr. Peter BOLSTORFF, EVP of APICS and author of the book "Supply Chain Excellence" was the speaker sharing supply chain transformational business cases with a full hall of industry practitioners and students.

6. **Sri Lanka MBA study tour in HK** on 23rd-28th July 2018

A group of 25 Sri Lanka MBA students from University of Moratuwa had their graduation trip in Hong Kong on 23rd-28th July organised by WiLAT HK. A week full program was arranged for the MBA group to learn through the visualisation of operations at LF Logistics, HIT Port, Cyberport, Cathay Pacific Cargo Terminal and NP360. A one day classroom lecture was delivered by Dr. Dorothy CHAN, Ms. Vicky KOO, Mr. Edward LAU, Mr. Mark MILLAR and Mr. Kenneth LAW. Annie SHEK was the program coordinator who made the visit smooth and successful.

7. **WiLAT's Got Talent 2018** on 28th April 2018

"WiLAT's Got Talent 2018" was successfully held on 28th April 2018 (Saturday) at The Hub, Wan Chai. The performances by our industry practitioners were professional and it was a joyous afternoon and well-attended by over 50 audience including practitioners, students and friends of WiLAT. We would like to take this opportunity to thank our event sponsors making this event successful. Sponsors included:

- Shun Tak-China Travel Ship Management Ltd.
- MTR Corporation Limited, FedEx Express
- Asia Airfreight Terminal Co Ltd
- Landmark Global Inc.
- Hutchison Logistics, SaSa International Holdings Limited
- Hing Fat Flower Group
- Hong Kong Opera

We do look forward to their continuing support in the years to come. "WiLAT's Got Talent 2018" was the fourth run talent show organised for the Logistics and Transport industry. It offers an opportunity for practitioners and students in industry to demonstrate their artistic talent and be recognised by the industry.

8. **Hong Kong International Jewellery Show** on 3rd March 2018

Hong Kong Trade Development Council (HKTDC) and WiLAT Hong Kong co-organised a tour for WiLAT members to visit Hong Kong International Jewellery Show at Hong Kong Convention and Exhibition Centre. The program started with a welcome briefing by HKTDC and followed by a seminar of "Jewellery show and exhibition logistics arrangement" by Mr. Filippo MELCHIONNI, Chief Operating Officer of Ferrari Group Asia, who is a leader of the jewellery fair logistics industry. Filippo shared his expertise and global experience in logistics and security services to jewellers. After the seminar, HKTDC guided the tour to visit various exhibition zones. This event was also a celebration of the International Women's Day 2018.

9. **WiLAT Malaysia meeting** on 26th January 2018

On behalf of WiLAT Hong Kong, Dr. Dorothy CHAN and Ms. Vicky KOO met WiLAT Malaysia Rosita and her MBA students in HK in January 2018. CILTHK President greeted Rozita and students representative at CILT HK Office and shared his insight of the development in HK.

10. **HKU SPACE Alumni Week 2017** on 14th December 2017.

WiLAT is one of the supporting organisations of HKU SPACE to promote the HKU SPACE Alumni Week 2017 "Women's New Era" Seminar on 14th December 2017

(Thursday) evening at Admiralty Centre. Ms. Vicky KOO, WiLAT HK Chairperson & Deputy Global Convenor was the Moderator of the seminar. The speakers were Ms. Edwina LAU Chi-wai, Director of Hong Kong Police College and Mrs. Anna LAI, Executive Director and Member of Strategic Committee, Hong Kong Ideas Centre; Director, Prime International Ltd.; Former Deputy Executive Director, Hong Kong Trade Development Council.

11. **Asian Logistics and Maritime Conference 2017** on 23rd-24th November 2017. WiLAT Hong Kong was one of the supporting organisations for ALMC 2017 at the Hong Kong Convention and Exhibition Centre. The conference included three prominent trends including the significance of China's mega Belt and Road Initiative, big data analytics, and the explosive growth of e-commerce. In addition, sector-specific forums covering logistics, shipping and maritime, air freight and supply-chain management were designed in 2-day programme.
12. **Pre-Christmas Mixer** on 22nd November 2017.
A Pre-Christmas Mixer was hosted to give appreciation to sponsors, volunteers and those who have supported in making WiLAT HK a success. The event was well attended by the industry leaders, young professionals, guests from CILTHK and a special invited guest from the Land Register of HKSAR. It was an enjoyable evening with inspiring sharing and mingling session. Ms. Jessie CHUNG, Chairman of Hong Kong Container Terminal Operators Association was invited to share about "Challenges and Opportunities facing by Hong Kong Port". WiLAT HK chairperson, Ms. Vicky KOO and WiLAT HK Vice-chairperson, Ms. Cecilia YEUNG, reported the highlights of 2017 achievements and announced WiLAT activities plan 2018. WiLAT Global Advisor, Dr. Dorothy CHAN, shared the Global and Regional WiLAT development. WiLAT internationally have grown to 19 country chapters in 2017.
13. **WiLAT Beauty Session** on 21st September 2017
WiLAT held a beauty session "Confidence through Beauty - Find your true colour" on 21st September 2017 evening at CILT Hong Kong office. The invited speaker Ms. Veron WONG, Founder and Chief Make-Up Styling & Training Director shared her professional views on the dressing and colour matching tips in different occasion. Apart from sharing the beauty tips, WiLAT provides a positive support platform and network in Logistics and Transportation industry and supports talent and career development of women in the sector.

Participation of Events

14. **5th CILT China Conference**, 16th-17th November 2018
WiLAT Hong Kong is actively supporting the organisation of the CILT China Conference series. The 5th CILT China Conference will be held in Changsha, Hunan on 16th & 17th November 2018. Dr. Dorothy CHAN and Vicky Koo were invited to join the organising committees in China and IMC. Working meeting was held in Beijing on 18th & 19th June 2018.
15. **Keynote speech at Alibaba Supply Chain Day** on 3rd August 2018
WiLAT HK Chairperson Ms. Vicky KOO was invited to give a keynote speech at Alibaba's Supply Chain in Hangzhou, China. The title of speech was "Customer Driven Collaborative Supply Network". Attention of audiences were draw on the mega trends of gender diversity, urbanisation and increase of millennials. Quoting Jack MA's speech that Alibaba's success was because of the 49% women in the management team, all were encouraged to offer support for women to advance.

16. **3rd World Transport Convention in Beijing** on 19th-20th June 2018
Dr. Dorothy CHAN, Ms. Vicky KOO and Mr. CK LOH of CILT Singapore attended the 3rd World Transport Convention held in Beijing on 19th to 20th June 2018. The Convention was co-organised by the Chinese Engineering Academy with Tsinghua University as a supporting organisation. CK LOH spoke on Singapore experience in building a liveable and congestion free city; and Dorothy CHAN introduced Hong Kong's Railway Led Development Strategy which allows the development of properties above railway stations. There were speakers from Japan and Korea and it was apparent that the Asia cities have a common strategy to develop mass transit as a means to main mobility. Other speakers were from Germany, Japan and Korea.
17. **CILT ICM at Poland** on 3rd-6th June 2018
Dr. Dorothy CHAN, WiLAT Global Advisor, Ms. Vicky KOO, WiLAT Global Deputy Convenor / HK Chairperson and Ms. Alice YIP, WiLAT East Asia Coordinator attended the CILT International Convention in Wroclaw, Poland. The WiLAT Global session was organised by Ms. Vicky KOO with the support of CILT Poland and attending WiLAT members. Invited speakers were Dr. Henryka BOCHNIARZ, Founder and Head of the Polish Confederation Lewiatan; Prof. Danuta KISPERSKA-MORON, the University of Economics in Katowice; and Barbara Kaśnikowska, General Manager of Wroclaw Aircraft Maintenance Services shared their vision of supporting women at work. WiLAT Global Advisor, Dr. Dorothy CHAN highlighted the strides that WiLAT has made in expanding its global foot print by increasing the coverage to 20 out of the 34 CILT countries, with the latest addition being Australia. During WiLAT meeting, Ms. Alice YIP presented the WiLAT HK survey result's infographics. Survey major findings reported, and other countries were interested to conduct the same. WiLAT Operation Guideline was discussed with the presence of Keith NEWTON. Draft v0.5 was updated by Alice for final approval by COT/IMC. Next ICM will be held in Manchester, UK from 16th-18th June 2019. 2019 is the Centennial celebration of CILT.
18. **STEM Challenge Pitch Day** on 28th April 2018
WiLAT Global Advisor, Dr Dorothy CHAN was invited to the STEM Challenge Pitch Day on 28th April 2018. Dr Dorothy CHAN was one of the judges in a STEM competition among secondary schools in Hong Kong. Three grand prizes were given, and the winning team would be taken to a STEM exchange tour to Sweden. The event was sponsored by MTR Corporation Limited. Chief Executive of Hong Kong joined the judging panel.
19. **WiLAT Sri Lanka 5th year Anniversary & UN HeForShe Awards Celebration** on 23rd March 2018.
WiLAT Hong Kong representatives: Ms. Vicky KOO, Ms. Miriam LAU and Ms. Carmen LI attended the Sri Lanka celebration. Ms. Vicky KOO – WiLAT HK Chairperson and Global Deputy Convenor & Ms. Carmen LI – WiLAT HK Vice Chairperson shared their view about women in sustainable logistics and transport in a radio show "Coffee with Dan". WiLAT China's congratulation message was delivered by Ms. Carmen LI at the celebration dinner. WiLAT Singapore Chairperson Ms. Kelly LEE and WiLAT Pakistan Chairperson Ms. Nasreen HAQUE also supported the event in person. The event was greatly supported by CILT Sri Lanka and IVP of the region. A very successful event that we all feel proud of for WiLAT Sri Lanka.
20. **Women of Influence Award** on 10th November 2017
The Women of Influence Award is the signature event launched by the American

Chamber in Hong Kong. The Women of Influence Committee promotes professional women's leadership and aims for gender parity in the workplace in Hong Kong and in greater China. With a Panel of 30 judges, the Committee received 170 nominations for 9 awards. Dr. Dorothy CHAN was nominated under the individual category award and was awarded Leading Women on Boards, 2017. Dr. Dorothy CHAN is currently sitting on various boards in Hong Kong and including 2 listed companies, Government Committees and a Research and Development Company set up by the HK Government. In delivering her thank you speech, Dorothy mentioned the importance of professional development and dedication. She also pledged to use her best endeavour to promote diversity and equal opportunity and while she was receiving her award, she was thinking of the bigger WiLAT family.

21. **WiLAT China Meeting in Xuzhou** on 1st November 2017
A successful WiLAT China Anniversary gathering was conducted in Xuzhou as an integral part of the 4th CILT China Conference. It was a rich programme attended by senior officials and government department on women affairs. CILT International delegates attended the function in full strength. The event started with the WiLAT song and a drum performance. WiLAT recognised successful females and male supporters with presentation awards. We learned that Xuzhou is placing great emphasis on logistics development and supports women participation in the industry. Emphasis was also placed on WiLAT as a chapter in CILT with the mission to support professional development. Vicky KOO delivered well wishes on behalf of Aisha and Dorothy CHAN made a presentation on WiLAT development.
22. **Women Corporate Directors (WCD) 2017** on 28th September 2017
WiLAT Hong Kong Chairperson Vicky KOO and Vice Chairperson Kenneth LAW attended Women Corporate Directors (WCD) 2017 ASPAC Institute event. The topic was Asia: New Ways to Build Business and Governance Hong Kong. There were the updates from WCD headquarters, overview of global growing chapters, new website training manual for chairs and chapter support.
23. **LSCM Opening Ceremony of the Innovation Summit** on 15th September 2017
WiLAT Global Advisor, Dr. Dorothy CHAN, Chairperson of Administration and Finance Committee of LSCM and D Centre attended the opening ceremony of the Innovation Summit on 15th September 2017. Hong Kong has been devoting resources to support application of technology to supply chain management

Concluding Remarks

24. This is the 6th year of WiLAT HK and the second report to be made at CILTHK AGM as an officiated committee of CILTHK since October 2016. Once again, we appreciate the recognition as a committee by our President Mr. WH TSANG and the Council after much effort. Internationally, we have supported global establishments of WiLAT and have been playing an important role in promoting the importance and advantages of gender diversity.

Throughout the years, we have made more than 143 Friends of WiLAT. Some of them have volunteered their valuable time to support WiLAT HK. We like to look forward in welcoming our Friends of WiLAT to the CILT family in the near future. With our eminent advisory team giving us guidance in the development and the dedication of our committee members, we look forward to another fruitful term in 2018-2020. For those who have taken part of the WiLAT HK activates prior to this term, we thank them whole heartedly of their contribution.

Stronger Together!

APPENDIX M

ANNUAL REPORT OF THE YOUNG MEMBERS COMMITTEE (YMC)

By Ir Dr. Paul Hon-yan TSUI, FCILT
Chairperson of the Young Members Committee

Purpose

1. The report summarises the work and activities of the Young Members Committee in the year 2017/2018.

Membership of the Young Members Committee

2. The members of the Young Members Committee for the session 2016/2018 are:
 - Ir Dr. Paul Hon-yan TSUI, FCILT (Chairperson)
 - Mr. Franki Hoi-cheung LI, CMILT (Executive Chair)
 - Mr. Dickie Siu-ho CHAN, CMILT (Secretary for Promotion)
 - Mr. KI Yu-tin, CMILT (Secretary for Young Member & Secretary of Int'l Affairs)
 - Mr. Brandon Hok-yiu LUI, S (Secretary of Industrial Project)
 - Miss Nancy Juanyu WU, GM (Secretary of Professional Development)
 - Mr. Keno Tai-yip CHEUNG, CMILT ((Secretary of Mentorship)
 - Mr. Matthew Chak-leung LAU, S
 - Mr. Kenneth Kin-wu LAW, CMILT
 - Mr. Fred Chak-lam LO, A
 - Miss Grace Lixuan MIN, MILT
 - Mr. Ken Chi-kuen TANG, S

(Remarks: A= Affiliate Member, GM= Graduate Member, S= Student Member)

CILTHK Pitch Competition 2018

3. The last year's industrial project was modified to become this new format of competition. The objective of the competition is to nurture students with exposures on transport and logistics under practical framework. It was a team work and opened to all full-time students undertaking CILTHK accredited programmes (diploma/bachelor/master).
4. Results:
 - Champion: HKUST (topic: The Greater Bay Area)
 - 1st Runner-up: HSMC (topic: IoT & Big Data in Hong Kong Transportation)
 - 2nd Runner-up: PolyU (topic: Guangdong-Hong Kong-Macao Bay Area)
 - 3rd Runner-up: HKU (topic: Hong Kong-Zhuhai-Macao Bridge)
5. The Institute would like to extend our appreciation to Ir Dr. Paul TSUI for leading the YMC and the awards for this competition was sponsored by his company, The Janel Group Hong Kong Limited. The award presentation will be held at the AGM 2018 on 20th September 2018.

Seminars / Visits / Activities

6. Visit – Traffic Control Centre of Transport Department, 12th August 2017
7. YMC Annual Dinner 2017, 18th November 2017

8. Watersport Fun Day in supporting the Hong Kong Maritime Week 2017 (co-organised with HKSTLA and HKLMSA), 26th November 2017

CILT International Young Professionals Programme (IYPC) 2018

9. Mr. Franki LI, YMC Executive Chair, participated for the Convention with the Institute subsidy for young members.
10. Franki presented the young members activities in the past year in the Young Professionals Convention on 3rd June 2018. His trip report was published in the CILTHK Newsletter Issue 73.
11. Mr. KI Yu Tin, CMILT, succeeded Mr. CHAN Xin Stephen as the East Asia Region YP Ambassador in December 2017.

Other Activities

12. Trainings for Secondary School's Geography Teachers
PRD, GBA, transport, etc. have been included as electives in the Geography syllabus; however, there are numbers of Geography teachers don't have adequate training/knowledge in this regard. A dialogue is being exchanged with Education Bureau for the feasibility in arranging sharing sessions (seminar/visit) by CILTHK members for teachers.