**THE CHARTERED INSTITUTE OF LOGISTICS AND**

**TRANSPORT, MAURITIUS**

**Minutes of Proceedings of the CILTM Annual General Meeting**

**for the Financial Year 2017, held on Saturday 03 March 2018**

**at 16.30 hours at the Voila Hotel, Bagatelle**

**Managing Committee Members:**

**Present:**

|  |  |
| --- | --- |
| **Chairman**  | Mr Dass Appadu, (FCILT) |
| **Vice-Chairman** | Mr Aswanee K. Panday, (FCILT) |
| **Secretary** | Mr Karan Emerit, (FCILT) |
| **Treasurer** | Mr Rakesh Koolwant, (CMILT) |
| **Assistant Secretary** | Mrs Nazeema Seelarbokus, (CMILT) |
| **Assistant Treasurer** | Mr Shyam Bheenick, (CMILT) |
| **Members** | Mr Rajen Doorganah, (CMILT) |
| Mr Sundeep Ruchchan, (MILT) |
| Mr Sarind Bundhoo, (MILT) |

**Absent with apologies**:

 Mr Naden Padayachi, FCILT, Immediate Past Chairman.

**Other CILT Members present:**

58 Compliant Members were present as per the record of attendance.

The Secretary confirmed that as per the Rules of the Association, there was a quorum for the AGM.

1. **OPENING OF MEETING**

 **The Chairman** thanked the Secretary and opened the meeting. He extended a warm welcome to all the members present and stated that the AGM was an excellent opportunity to reflect on the achievements of the Association for the preceding 12 months and also to brief members on the activities for the coming year.

1. **APPROVAL OF MINUTES OF PROCEEDINGS OF THE LAST ANNUAL GENERAL MEETING**

 The minutes of proceedings of the Annual General Meeting held on 03 March 2017 **were approved** on a proposal from **Mr Nassir Ali Khadun** and seconded by **Mr L. J. Symst Furcy.**

1. **MATTERS ARISING**
	1. **The Chairman** reported that the **new subscription fees** approved at the Annual General Meeting, in accordance with Article 15(2) of the CILT Mauritius Bye Laws, had been filed with the Registrar of Associations and would be effective as from 01 January 2018.
	2. The **Chairman** also informed the meeting that all Corporate Members had been informed by letter of the quantum of the membership fee of Rs 30,000 payable yearly to CILT Mauritius.
	3. **Mr Sajid Muhamedally** raised a question concerning the election held at the last AGM whereby an Affiliate Member had been allowed to stand as candidate, which in his opinion had hindered his chances of being elected. **Mr Muhamedally** informed the Assembly that he had retained the services of a Legal Counsel and the matter had been referred to the Registrar of Associations. He enquired whether the Managing Committee had written to the Registrar of Associations as proposed by the outgoing Chairman at the AGM held on 03 March 2017.
	4. The **Chairman** replied that the commitment was taken by the outgoing Chairman. He was not therefore in a position to answer the query. On the otherhand, the responsibility for the organisation of the AGM and the election of the new Managing Committee was vested in the outgoing Managing Committee and the outgoing Secretary, in particular.
	5. Any questions regarding the process of election should be addressed to them, and not him. He was as much a candidate as others.
	6. The **Chairman** added that he was glad that Mr Muhamedally had retained the services of a Legal Counsel to assist him in his complaint. Should the need arise, the new Managing Committee would provide explanations to the Registrar of Associations at the appropriate time.
	7. **Mr Kallee** wanted to know whether the present Managing Committee had made a case as well to the Registrar of Associations irrespective of whether the former Secretary should not have allowed that mistake to occur. The **Chairman** stated that since a case had already been lodged with the Registrar, there was no need to do so but the Managing Committee would follow up on the outcome and would abide by the decision of the Registrar.
2. **REPORT OF CHAIRMAN FOR YEAR ENDING DECEMBER 2017**

The **Chairman** reported that 2017 had been a fruitful year on several fronts.

* 1. **Conference on “Innovative Technologies in Logistics and Transport.”**

The **Chairman** stated that immediately after taking over office in March 2017, the Managing Committee had to finalise the arrangements for the major Conference on “***Innovative Technologies in Logistics and Transport***”.

**4.2** It was an exacting task given the time constraint but with the help and collaboration of one and all, CILTM had managed to put in place in time all the facilities required to make of the meeting a success.

**4.3** The turnout was all the more encouraging with over 200 participants from the logistics and transport and related sectors. The conference was also attended by Corporate Members and students and local CILT Affiliates which was an excellent platform to position CILT Mauritius as a key player in the logistics and transport supply chain.

**4.4** CILT Mauritius was honoured to have in its midst three renowned and internationally acclaimed resources persons from Hong Kong, Singapore and China, namely:

* **Dr Dorothy Chan**, Director at the Hong Kong University, School of Professional and Continuing Education, formerly Deputy Commissioner for Transport with the Hong Kong Government and CILT International Past President;
* **Professor Shizhong Li**, from Tsinghua University, Beijing, who presented his new research work on ‘***Bio Ethanol - Availability and Technology Trends for Clean and Low Carbon Transport Solutions Using Sorghum to Produce Fuel’***; and
* **Mrs Vicky Koo**, from Hong Kong, and **Mrs Kelly Lee**, from Singapore, who spoke on the "***WiLAT Strategy and the Way Forward***".

**4.5** The **Chairman** went on to say that Mr Keith Newton, Secretary General of the Chartered Institute of Logistics and Transport International had been invited as the Chief Guest for the Conference. The latter also acted as moderator during the high profile event.

**4.6** The **Chairman** pointed out that hosting events of such magnitude weighed heavily and put additional strains on the budget of CILTM. In future, the need to change a fee from all the participants would have to be considered.

**5. Women in Logistics and Transport Activities**

**5.1 The Chairman** highlighted the activities of WiLAT and noted with satisfaction the contribution of WiLAT to the advancement of the cause of women in Logistics and Transport.

**5.2** In this regard, he referred to the two main events organised by WiLAT in 2017, namely “***Empowering Women through Entrepreneurship***”, and a sensitization campaign on “***Road Safety***”.

**5.3** The **Chairman** recalled that the mission of WiLAT Mauritius was to reach out to women in our society by strengthening, uniting and raising their profile in logistics and transport. There was no denying that the logistics and transport sector heralded many opportunities for our young girls and women who were desirous of embracing a career in the global transport supply chain.

**5.4** The **Chairman**, however, stated that WiLAT had no doubt some serious work to do in order to entice more women to take up logistics and transport as a promising future career and to enlarge the WiLAT membership base.

1. **Young Professional Activities**

**6.1** The **Chairman** also acknowledged the unwavering support and commitment of the Young Professionals group and their contribution towards the fulfilment of the objectives of CILTM.

**6.2** The **Chairman** stated that the Young Professionals had published a paper on “***A Comparative Analysis of Road Density in Mauritius***”. The research paper was launched on 30 January 2018 and constituted a reference document for professionals of the industry. The paper would be posted online soon.

**6.3** The **Chairman** congratulated the Editorial Team, and the **Chairman** of the Group, **Mr Sundeep Rucchan**, for the excellent, well documented and very analytical paper they had produced on a subject that had many implications for Mauritius. The **Chairman** added that the e-news platform set up by the Young Professionals would be at the disposal of senior members who would be willing to contribute and share their knowledge, expertise and experience on wide-ranging issues that affected our economy, not only, the logistics and transport landscape.

1. **Recognition of Prior Learning (RPL)**

**7.1** The **Chairman** reported that the Managing Committee had engaged discussions with the Centre for Innovative and Lifelong Learning of the University of Mauritius (UoM) in view of developing the Recognition of Prior Learning (RPL) initiative.

**7.2** This was an innovative project designed to respond to the needs and aspirations of people working in the logistics and transport sector but who had no formal education or who reckoned a minimum education level to access the University by direct entry.

**7.3** The RPL was a further step in the strategy of CILTM to bring education and learning in logistics and transport to the doorsteps of unqualified professionals of the industry. RPL would not be a standalone project but would be benchmarked on a full BSc Degree Programme to justify accreditation. In this regard, the Degree Programme would offer several routes of entry and exit, either at the Certificate, Diploma or Degree level depending on the candidates’ aptitude, work experience and education level. The **Chairman** informed the AGM that the assistance of CILT International had been sought in developing the 8.1 evaluation criteria for the programme.

**7.4** The **Chairman** stated that, in line with the concept of “***Innovative & Life Long Learning***”, the University would also offer the “***Auditeur Libre***” facility which would enable a person interested in a particular module to attend the University for that module only. A Certificate of Attendance would be delivered upon successful completion of the module.

1. **Open University – Professional Diploma & Advanced Diploma**

**8.1** The **Chairman** informed the Assembly that the training partner of CILTM, the Open University of Mauritius, had launched a new cohort of Professional Diploma Level 5 training programme in 2017, with a group of 15 students. Some 10 students had also enrolled for the Advanced Diploma Level 6 programme.

1. **Membership**

**9.1** As regards the membership of the Association, the **Chairman** was pleased to announce that for the year 2017, there had been an increase of the membership base by around 20%, with new intakes, from 190 in 2016 to 226 in 2017. There had also been an increased interest from students from the University of Technology and the Charles Telfair Institute to join the Association.

1. **Payment of Subscription Fees**

**10.1** The **Chairman** drew the attention of the Assembly that there was a significant number of members who were still defaulting payment of their annual subscription fees; in some cases even for more than five years to ten years. There were in fact, 118 members on the deleted list as of December 2017 compared to 161 in March 2017. As such, 43 members on the deleted list had settled their arrears following reminders sent to them.

**10.2** The **Chairman** pointed out that members had already been informed that CILT International had become more stringent in managing its membership database. In this regard, a member who had not paid for two consecutive years and whose name had been deleted from the membership list was required to surrender his CILT Certificate and was barred from using the Post Nominal title of the CILT.

**10.3** CILT International had also advised that if a deleted member in question wished to be re-admitted, he/she would have to clear all the arrears first, and then submit a fresh application to be considered by the International Assessment Panel of CILT, based in Hong Kong.

1. **Design of New CILT Website**
	1. The **Chairman** reported that another key project that was undertaken during his tenure of office, was the development of CILT new website. The existing website was designed as far back as the year 2009, and had already served its purpose. It was a rudimentary one without the possibility of interaction. In addition, it had not been regularly updated with the result that its contents had become obsolete and therefore, badly needed to be overhauled.

**11.2** The **Chairman** took the opportunity to thank **Mr Sarind Bundhoo**, Managing Committee Member who had led the project from the start.

**11.3** The **Chairman** informed the meeting that the new website would be equipped with modern features and the latest technological tools and would be more user friendly. The design would consist of two phases - Phase 1 (**static website**) and Phase 2 (**Online Members’ Corner**). The Online Members’ Corner would consist of a Secured Access Area inbuilt in the system where members would use their Membership ID as User Name and their secret and confidential password for access. With the new website, members would have the opportunity to access their personal details and update certain data, except, of course, a few fields such as Membership Grade, Date of Election and Membership ID. Members would also be able to view their individual subscription fee report. In case of inaccuracies, the member concerned would be requested to contact the Treasurer through a Dialogue Box. Furthermore, several functions would be automated, such as:

1. the system would, on every 01 January, run a schedule to update the subscription fees automatically, and an email report would be sent to each member;

1. the system would automatically single out members who were late with the payment of their subscription fees for two consecutive years; and
2. on 01 January of the third year the membership status of the concerned member would change from active to deleted.

**11.3** The **Chairman** stated that he was convinced that the website would ultimately become a tool for better management of the membership base with little human intervention and would address the asymmetry of information.

**11.4** The **Chairman** added that after the launch, the possibility of moving one step ahead by allowing the On-Line Payment of subscription fee would be explored.

1. **Conference on LRT**

**12.1** In terms of new activities, the **Chairman** stated that he would plan to host a high level conference on “**The Implications of Light Rail Transit System in Mauritius**”. The objective would be to sensitize the stakeholders on this new mode of transport that would impact our society at large. In addition, it would be a platform for the evolvement of practical solutions for the benefit of logistics and transport service providers, and how they should position themselves to cope with the onslaught of the Metro Express project. In this regard, the **Chairman** stated that he had already contacted some experts in Hong Kong, Singapore and Malaysia and they had responded positively to our initiative.

**12.2** The **Chairman** however, stated that CILTM would have to engage its Corporate Members and the local transport service providers for their support and participation in order to implement such a project.

1. **Exemption of Members Above 65 Years of Age**

**13.1** The **Chairman** recalled that that at the last AGM, members approved a motion to amend the Rules and Regulations to provide for an exemption to members above the age of 65. However laudable that initiative was, it so happened that it was not in line with the Bye-Laws of CILT International.

**13.2** The **Chairman** added that an analysis of the age group of some 135 active members had revealed that in a few years’ time, nearly 25 percent of the members would be eligible for exemption. Given that subscription fees constituted the main source of income for the Association, there would be a big risk of a drastic shortfall of revenue in the near future. Furthermore, the exemption would benefit mostly Chartered Members, being the main contributors in terms of subscription fees.

**13.3** The **Chairman** stated that he believed that it would be the duty of the Managing Committee to review the decision at the next AGM.

**13.4** The **Chairman** concluded by thanking the Managing Committee for their unwavering support and commitment during his first year in office and thanked the Assembly for their suggestions and contributions.

1. **TREASURER’S REPORT AND AUDITED ACCOUNTS FOR YEAR ENDING 2017**

**14.1** The Treasurer**, Mr Rakesh Koolwant**, informed the Assembly that the Statement of Accounts for year ending December 2017:

1. had been submitted and endorsed at the Management Committee held on 30 January 2018; and
2. the two Auditors, namely Mr K. Murugesan (CMILT) and Mr D. Laljee (Certified Account ACCA, CMILT) had duly audited the Accounts.

**14.2** The Accounts had also been circulated to all members in accordance with the Rules of the Association.

**14.3 Mr Koolwant raised the following issues concerning the Accounts:**

1. there had been no proper handing over by the former Treasurer and only expenses for the period January to March 2017 had been given to him;
2. no monthly Statements of Accounts and Audited files for year 2016 and 2015 were handed over ;
3. as such, a detailed comparison of the Accounts with previous years could not be made;
4. he flagged two minor amendments explaining clearly that these amendments did not change the overall receipt amount. As such,

Item No. 2 should read Rs. 257,400.00 instead of Rs. 258,600.00 (less
Rs 1,200.00) and item No. 12 should read Rs. 5,100.00 instead of Rs3,900.00 (Plus Rs 1,200.00); and

1. the number of ties and pins handed over together with the sales amount did not tally with the stock value declared at 31 December 2016 representing a short fall of Rs 3,300, and this had been flagged in the Notes to the Accounts under **Note 3** which should read:

**“The Value of STOCK OF TIES AND PINS should read Rs 41,700.00 as of 31 December 2016 instead of Rs 45,000.00. At the time of handing over, he had received 84 Pins and 85 Ties Totalling Rs 38,100.00. Between January to March 2017, Mr Lalsing had sold for an amount of
Rs 3,600.00 (8 Ties + 8 Pins). Furthermore, the new Treasurer had sold 1 tie and 8 pins for a sum of Rs 1500. During the Training Programme organised for NTC staff, 7 ties and 7 pins were offered to guests as gifts. Therefore, the value of stock as of 31 December 2017 is Rs 33,450. There is accordingly a shortage of Rs 3,300 the value of ties and pins”.**

**14.4** The **Treasurer** then made a detailed presentation of his Report, highlighting the salient facts, both from the income and expenditure perspectives. A summary of the main points were as follows:

* The total net income for the year 2017 amounted to Rs 1,246,521.98 which included a sum of Rs 257,400 as subscription fees compared to
Rs 164,500 for the preceding year. An amount of Rs 305,000 from Corporate members, and another Rs 400,000, from the training organised for the benefit of the staff of the National Transport Corporation had been collected.
* The total income BALANCE BEFORE PAYMENTS stood at
Rs 2,180 564.41. Payments, which included a Fixed Deposit with Mutual Aid to the tune of Rs. 600,000.00 amounted to Rs 1,659,983.97. The closing Bank Balance at the end of the Financial Year stood at
Rs 520,580.44.

**14.5** The **Treasurer** stated that he had faced much difficulty in obtaining information from the outgoing Treasurer, as not all the past receipt books had been handed over to him for reconciliation. The Treasurer further informed the meeting that at a meeting of the Managing Committee on 22 February 2018, i.e nearly a year after the last AGM, the former Treasurer had declared that he had 40 unused receipt books in his possession. However, he had surrendered only four unused receipt books. The Managing Committee had consequently taken the decision to re-design and print new receipt books so as to avoid any problem.

**14.6** The **Treasurer** thereafter requested the Assembly to seek any clarifications they would like on the Statement of Accounts.

**14.7 Mr Seewoogolam** congratulated the Treasurer for the excellent work regarding the collection of subscription fees which had increased by almost 60% and the net positive income derived from the organisation of the NTC Training for senior managers.

**14.8 Mr Kallee** enquired about the name of the Managing Committee member who had participated in the International Convention in Macao and the related expenses. The **Chairman** replied that **Mrs N. Seelarbokus** had been delegated to attend the CILT International Convention as approved by the Managing Committee. The expenses represented the airfare, the conference fee and the per-diem allowances paid to her. The Treasurer further stated that up to now, he had not yet received any proper receipts for the mission adding that upon request made to the participant he had received copies of receipts addressed to Mauritius Ports Authority (MPA) by Mr N. Dawoodarry.

**14.9 Mr Mohamedally** sought clarification on the website development costs and stated that that could have been obtained for a cheaper price elsewhere.
**Mr Sarind Bundhoo** who was delegated by the Managing Committee to implement the website project informed the Assembly that he had contacted four different companies/web developers and that Cybernaptics proposal was the best and he had recommended same to the Managing Committee for approval.

**14.10 Mr Bundhoo** added that the website site consisted of two phases, namely, the Static part and the Online Interactive part where members would be able to log in and view/amend their personal details, view their payment status, receive circulars and other documents all through a well secured process using latest security tools. **Mr Bundhoo** further stated that the static website would cost
Rs 25K while the Interactive part, after several rounds of negotiation, with the supplier would be approximately Rs 55K.

**14.11 Mr Lalsing**, former Treasurer, stated that he had reasons to believe that the Statement of Accounts had not been audited by the Auditors of the Association and approved by the Managing Committee. In this regard, he quoted an amount of
Rs 280,233.25 which be claimed had not been sanctioned by the Managing Committee.

**14.12** The **Chairman** intervened to inform the Assembly that **Mr Lalsing** being a Member of the Managing Committee ought to have raised his concerns at the level of the Managing Committee. He did not do it but chose the AGM to level cheap and baseless accusations against the Committee Members. He deplored the unprofessional behaviour and attitude of Mr Lalsing who incidentally had been a long time Treasurer of the Association as well as the Chairman on many occasions.

**14.13** The **Chairman** added that **Mr Lalsing** had raised the same issue at the last Managing Committee meeting held in February 2018 and he was informed that as a Managing Committee member he was privy to all the monthly bank statements and monthly statements of income and expenditure which were circulated on a monthly basis to all members. He had been requested to liaise with the Treasurer if he had any queries. Indeed, the Treasurer had provided all the required explanations to him. The concerns of **Mr Lalsing** were therefore unfounded, baseless and libellous, and out of context. The Chairman pointed out that all the statements of Income and Expenditure were duly approved by the Managing Committee on a monthly basis.

**14.14** **Mr Lalsing** stated that he was only disputing the fact the there was no evidence of the approval of the Managing Committee having been obtained for the expenses amounting to Rs280,223.25. Otherwise, he was satisfied that that sum had been duly accounted for in the Statement of Accounts.

**14.15** The **Chairman** stated that there was no dispute thereon since the expenditure had been duly reflected in the Accounts. He added that there was no conventional way of preparing the accounts**. Mr Lalsing** had his own style and **Mr Koolwant** his. As Chairman, he was personally satisfied that there were no wrong doings, and all the expenses incurred by the Association had been duly approved and in the appropriate manner. He trusted the Auditors for their high sense of professionalism, transparency and genuineness. He was sure that any shortcomings would have been identified by them and reported to the Managing Committee.

**14.16** Had **Mr Lalsing** taken the pain to consult the statements of Accounts, he would have noted that all the figures tallied with the bank statement. The **Chairman** added that the monthly financial statements formed an integral part of the Notes of Meeting and should be considered as one document.

**14.17** Concerning the Maritime Week organised by the Mauritius Ports Authority, the **Chairman** replied that the invitation had emanated from Transport Events and Management Malaysia. A list of 13 CILT members (mostly Young Professionals) along with the names of Messrs Kallee and Aliraja as senior members had been communicated to the organisers. CILT Mauritius was neither responsible for the conference nor was involved with the logistics or other administrative arrangements. Also, he was not personally present on that occasion and was not therefore in a position to confirm whether any other persons had been issued with a CILTM delegate badge. Mr Lalsing should address his grievances to the organisers, and not to him or CILT Mauritius.

**14.18** As to the comments made by **Mr Lalsing** regarding the dinner hosted by CILTM on the occasion of the visit of the Secretary-General of CILT International, the Chairman stated that it was most inappropriate for Mr Lalsing to raise such an issue at the AGM. Indeed, Mr Lalsing had himself made the arrangements for the dinner. He was also invited but had deliberately chosen to be absent. On the other hand, all the expenses had been duly accounted for.

**14.19** The **Chairman** drew the attention of the AGM that all the Corporate Members had been invited for the dinner, which was an excellent manner to recognise their contribution to the activities of CILTM.

**14.20** The **Chairman** re-assured the AGM that the expenses amounting to Rs. 51,801.88 (Dinner + Purchase of Beverages) had been reflected in the Statement of Accounts for the month of March 2017, and duly approved by the Managing Committee. He further added that unconsumed beverages were kept in stock for future functions and details thereof had been circulated by email to all Managing Committee members by The Treasurer on 24 March 2017.

**14.21 Mr Koolwant** then intervened to explain the process for the auditing of the Accounts. He stated that both Auditors were highly experienced persons and professionals in their own right. **Mr Murugesan** had been the Auditor of the Association for the past years, and **Mr Laljee** was a qualified Accountant and a Senior Manager at Air Mauritius Ltd.

**14.22 Mr Peerboccus** suggested the Auditors make a statement on the Accounts audited.by them. **Mr Laljee** being taken up professionally was not present, and **Mr Murugesan** explained in detail the manner in which they had proceeded with the verification of the Accounts and had ascertained that all payments had been properly accounted for and tallied with the Bank Reconciliation statements.

**14.23** There being no question from the members present, the **Chairman** proposed the Statement of Accounts for approval by show of hands. The Statement of Accounts for the year 2017 were approved by the AGM upon the proposal of
 **Mr S. Seewoogolam** and duly seconded by **Mr Peter Goldsmith.**

1. **Appointment of Auditors**
	1. The meeting was informed that Auditors were appointed for a period of two years as per the Rules and Regulations.
	2. At the AGM of March 2017, **Mr K. Murugesan** (CMILT) and **Mr D. Laljee** (ACCA, CMILT) were appointed as Auditors for period 2017- 2019. **Mr Murugesan** had expressed his wish for personal reasons, to withdraw as Auditor for the remaining period.
	3. The matter was put to the Assembly and **Mr A. Soobratty** (CMILT) was proposed to replace **Mr Murugesan**. The motion was seconded by **Mr Panday**. In the absence of Mr Laljee, the name of **Mr V. Tuyau** was proposed as Auditor by the **Chairman**. The motion was seconded by **Mr K. Emerit.**
	4. **Mr V. Tuyau** and **Mr A. Soobratty** were appointed as Auditors for the year 2018.
2. **Any Other Business (AOB)**
	1. **Demise of the brother of Mr Naden Padayachi (Immediate Past Chairman)**

**16.2 Mr Peerboccus** requested that a letter of condolences be sent to Mr Padayachi. The **Chairman** took note.

**17. 50th Anniversary of Mauritius Independence**

**17.1** **Mr Dawoodarry** informed that CILTM should celebrate its 35th Anniversary in 2018. He proposed that CILT Mauritius organised an activity to mark both the Anniversary of CILT Mauritius and that of the 50th Anniversary of the Republic of Mauritius.

1. **Close of Meeting**
	1. There being no further business, the **Chairman** thanked all members present and invited them to the usual reception hosted by the Association. The meeting was closed at 20.00 hours.

**Mr D. Appadu. FCILT Mr K. Emerit, FCILT**

 Chairman Secretary

**Date : 06.11.2018**