# Business Plan 2017 - 2020

**Education**

**1. Background**

Education has been regarded as one of the pillars on which CILT’s mission rests. During 2014, the University of Malta welcomed yet another cohort for the Higher Diploma in Logistics and Transportation Management (HDLTM). This MQF Level 5 diploma has been the flagship for CILT (Malta)’s education agenda since 2009.

During 2014, CILT (Malta) signed a five year membership enrolment agreement with the Malta Shortsea Promotion Centre (MSPC) with the aim of supporting and collaborating with the Centre in its education matters. Euro 5,000

Following the preliminary results of the study ‘Bridging Skills Gaps in the Transport and Logistics Sector in Malta’ undertaken in 2014, CILT Committee members held talks with MCAST as a prospective training provider. CILT (Malta) Approved Training Provider policy for 2015 through to 2017 is to be associated solely with Self Accrediting Institutions, namely:

• the University of Malta, for programmes up to and including level 8 of the Malta Qualifications Framework;

• the Malta College of Arts, Science and Technology, only for programmes up to and including level 6 of the Malta Qualifications Framework;

These self-accrediting providers have the capacity to self-accredit existing and new programmes and are exempt from provider and programme accreditation by virtue of the subsidiary legislation to the Education Act, S.L. 327.433 Further and Higher Education (Licensing, Accreditation and Quality Assurance) Regulations

**2. Vision**

To be the leading membership organization, locally and in the Mediterranean, *providing* education and development for both individuals and corporations within transport and logistics.

**3. Mission**

a. Promote education in transport and logistics among young students and workers in the industry

b. Provide Programmes responsive to learning and in line with industries requirements

c. Provide Quality learning opportunities

**4. Action Plan 2017/ 2020**

a. Promote education in transport and logistics among young students and workers in the industry

(i) Use of Grants

1. Review of local grants policy

2. Collect Information of International Grants

3. Promote local and international grants

(b) Provide Programs responsive to learning and in line with industries requirements

(i) Training program

1. Accreditation

2. Promotion

(ii) New Training Provider

1. Accreditation

2. Promotion

3. Train the trainer

(c) Provide Quality learning opportunities

(i) Module accreditation

(ii) Create CPD Framework

(d) General

(i) EU Funding possibilities

1. Available agencies

2. Organize meetings

3. Report

4. Use of EU Funds

(ii) Information gathering

1. Collect information on Local and Mediterranean providers

2. Programs

3. Trainers

**Membership**

**Vision**

To be the *leading membership organization,* providing education and development for both individuals and corporations within Transport and Logistics in Malta.

**Mission**

A. Strengthen membership registration process.

B. Increase percentage of paid members.

C. Create a new database with all metadata including education and PR requirements.

D. Maintain regular contact with Members

**Action Plan 2017/ 2020**

**Strengthen membership registration process**

a) Analyze international and other council and branches registration process

b) Establish local registration Policy

c) Appoint local registration Board

**Increase percentage of paid members**

a) Analyze international and other council and branches membership structure

b) Revise local membership structure to include Corporate Membership

c) Establish payment notification process with final notice notifying that membership is withdrawn.

**Create a new database with all metadata including education and PR requirements**

a) Chase members for an updated CV.

b) Categorise members according to expertise and sector (aviation, road, sea etc.)

**Maintain regular contact with Members**

a) Keep records of member’s activity with the committee, including attendance sheets at meetings and communication via telephone and email to and fro with the committee.

b) Ensure communication with all members at least once yearly

i) Group meetings for members in the same industry.

ii) Call members to update on progress made.

iii) Utilise member’s expertise where needed by the committee to help CILT in its mission

**Public Relations Operational plan**

**Background**

CILT Malta committee sought the need to establish and strengthen the relationship between the Institute and members, students and key players in the transport industry. Hence, the public relations officer post was introduced. Responsibilities include managing communication and disseminating information between the organisation and the public.

**Vision**

To be *recognized* as the leading membership organization locally and in the Mediterranean providing education and development for both individuals and corporations within Transport and Logistics.

**Mission**

A. Attract transport and logistics professionals to CILT Malta and recommend enrollment.

B. Increase awareness in Transport and logistics.

C. Attract young students to undertake studies in transport and logistics.

D. Maintain regular contact with Members and students

E. Strengthen the relationship between CILT Malta and the Industry.

F. Identify niches to promote CILT Malta both locally and internationally.

**Action Plan 2017/ 2020**

1. **Attract Transport and Logistics professionals/ Increase awareness in Transport and logistics.**

a. Manage Website

i. Create Policy (content and approval)

ii. Update monthly

iii. Updates of vacancies - on request

b. Articles for local newspapers which may include (Transport and logistics articles Promoting CILT Malta events, workshops and exhibitions, Members’ greetings.)

c. Newspaper articles published in specific sections, exhibitions (COGM) Leaflets and courses prospectus (in coordination with University of Malta and/or any other provider).

d. Coordination of events;

i. Establish topic

ii. Identify the area to accommodate the event.

iii. Correspondence with sponsors.

iv. Correspondence and coordination with the event speakers.

v. Invitation lists.

vi. Attendees Registration.

e. Create yearly magazine

i. Analyze alternatives

ii. Create format

iii. Get Committee approval

iv. Publication

f. Introduction of a Facebook page which is being considered as a top area in the effort to promote transport and logistics.

i. Create email

ii. Collect articles

iii. Establish policy

iv. Create account

2. **Attract Young Students**

a. Visits to secondary and post- secondary schools, supplying course prospectus.

**3. Maintain regular contact with Members and students**

**a.** Circulation of newsletter

i. Send Monthly

4. **Strengthen the relationship between CILT Malta and the Industry.**

a. Provide and assist in training and advice

b. Pursuit past and new contacts both locally and internationally for example Nectar and CILT Egypt.

5. **Identify niches to promote CILT Malta both locally and internationally**

a. Organize meetings with key positions to identify opportunities.

6. **Promotion**

a. New Stationary

b. Create email addresses for Committee Members

c. New business cards for committee members

7. **Other**

a. Create Process and outcome measures mechanism (Members’ participation: the number and type of participants, frequency of attendance, and turnover rate of the members.

b. Set up a Regular feedback mechanism (Feedback on the Facebook page, event logs and urging suggestion emails from students and members)

**Conclusion**

The above is the CILT Malta plan compiled by the Committee who will be directly involved in its implementation. Also there will be a need for significant cross dialogue with the executive committee members as the plans created will involve their help and support.