Dear IVPs

On 24 April we asked all branches to complete a Covid-19 Response Questionnaire to help us understand how we are responding at a local level and to make branches aware that we have to remain active and relevant for our members if we want to survive as an Institute.

These branch questionnaires are due to be discussed in next week’s IMC and COT meetings.

Unfortunately the response rate has been poor in some regions and we are now asking for your help to ensure that all branches submit a full response by the end of this week.

The email below was sent to all outstanding branches earlier today, and I am attaching a summary of responses received by region.

We would be grateful for your support in ensuring that we receive a response from all the branches in your region.

Best regards

Ceri

**Ceri Williams**

International Marketing, Governance and Communications Manager

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Registered Charity Number:313376

**From:** Ceri Williams (INT)
**Sent:** Wednesday, May 6, 2020 2:36 PM
**Cc:** Keith Newton (INT) ; Tobias Williams
**Subject:** OUTSTANDING RETURN: Covid-19 Response Questionnaire
**Importance:** High

Dear CILT Branch

We have not received your completed Covid-19 Response questionnaire which was due to be returned by Tuesday 5 May.

These country responses are to be considered by the President and the Council of Trustees at their meeting next week.

We will now be asking the IVPs to work with branches in their region to ensure that a complete response is received from every outstanding branch this week.

Please send your completed documents to ceri.williams@ciltinternational.org by Friday 8 May latest.

Many thanks

Ceri Williams

**Ceri Williams**

International Marketing, Governance and Communications Manager

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**From:** Tobias Williams
**Sent:** Friday, May 1, 2020 10:18 PM
**Subject:** REMINDER: Covid-19 Response Questionnaire

Dear CILT Branch (Presidents, Secretary Generals and Marketing Contacts),

Firstly I’d like to thank the branches that have already completed and returned their questioners.

But we still have a number of COVID-19 responses yet to be returned, can I please remind branches who are still to complete their questioners that we are expecting them completed and returned by Tuesday 5th May. Our President Dato Radzak Malek has requested a full and timely response from all branches.

Best Wishes

Stay Safe

Tobias

**Tobias Williams**

Conference Administrator

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**From:** Ceri Williams (INT)
**Sent:** Friday, April 24, 2020 12:29 PM
**Subject:** FOR BRANCH ACTION: Covid-19 Response Questionnaire

Dear

Please find attached an important communication regarding our response, as an Institute, to the Covid-19 pandemic (Audit 1.pdf).

This includes a questionnaire for all branches to complete to help us understand how we are responding locally, and so we can share best practice ideas across our branch network. I am attaching a word doc version of the questionnaire to assist with sending your branch response. (Audit questionnaire only.doc).

Also attached, for your reference, is a copy of the marketing response document we circulated in March. (Marketing Response to Covid 19.pdf)

We look forward to receiving a response from each branch by Tuesday 5 May 2020.

Best regards

Ceri

**Ceri Williams**

International Marketing, Governance and Communications Manager

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