



Draft Minutes Special International Management Committee

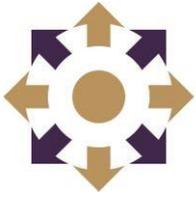
Tuesday 23rd November 2021 14.30 GMT
Zoom Meeting

Present:

Name	Position	Initials
Paul Sainthouse	Chair of IMC and President Elect	PS
Dato Radzak Malek	President	RM
David Pugh	Hon Treasurer	DP
Jane Green	Trustee	JG
Alan Jones	Trustee and Interim Secretary General	AJ
Dr Newton Demba	IVP	ND
Finbarr Cleary	IVP	FC
Ramli Amir	IVP	RA
Tom Maville	IVP	TM
Venus Lun	IVP	VL
Niral Kadawatharatchie	IVP	NK
Gayani de Alwis	WiLAT Global Chairperson	GdA
Vicky Koo	WiLat Deputy Chairperson	VK
John Harris	International Education Lead	JH
Harriet Leung	Manager CILT Hong Kong	HL
Dorothy Chan	Advisor to Trustees	DC
Teete Owusu Nortey	Advisor to Trustees	TON
Ceri Williams	Int Comms & Governance	CW
Abi Hamid		AH
Tom Naylor	Director of Finance	TN

Apologies: Kevin Richardson, Jan Steenberg, Fiona Knight

No.	Item	Action
1.0	<p>PS opened the Meeting explaining that the retirement of the Secretary General, Keith Newton had been a surprise for all and not planned for. He also noted that the Trustees had not met since KN retired and that this was therefore also the first time the Trustee Group had been together. As it was such a surprise there was no succession planning in place and we were therefore at a very early stage in the recruitment process. There was no documented process for the recruitment.</p> <p>AJ had agreed to act as Interim Secretary General, but it was important to be aware that this position was purely temporary. KN was assisting AJ to pull together necessary information to ensure continuity and business as usual.</p>	



Regarding a recruitment process the next COT would need to determine and document the job description and specification.

ND then intervened noting that whilst he thanked PS for the introductory comments there were many concerns from IMC members and they in turn had multiple questions from their membership. He wished to know what was the real reason behind the departure of KN?

PS commented that the announcement made was the words of KN, agreed with KN and sanctioned by KN and that he really could not add anything to that.

ND questioned whether the Trustees had really tried to exhaust all means to at least obtain an extension to have a handover. He noted how unprofessional he thought this was and cited the damage and disruption caused to the Branches and Territories.

PS Commented that all the Trustees were aware of what was happening and part of that was ensuring that KN remained available to assist AJ.

AH noted that the departure was so abrupt. There was no contingency planning. He stated it is certainly not business as usual. He required to know the process to select a successor. How long is the interim? What is the plan? What are the criteria for a candidate? Did AJ have a conflict of interest?

PS responded that the Secretary General is appointed by the Trustees. AJ is purely temporary due to knowledge, experience and availability. The requirement is to bring in a permanent replacement. This had not been planned for, processes and procedures were not nailed down, but the first item was to determine the job description and specification.

AH wanted to know what Committee or Recruitment Board would be appointed.

PS noted that it needs to be an open and inclusive process. Jan Steenberg in his position as Honorary Secretary would be tasked with ensuring that all due process is followed in line with the constitution.

RM reiterated that he believed the recruitment process would take place within the ambit of the bye laws and constitution.

JG noted that obviously it would have to follow the written constitution and that the suggestion of a recruitment board could be interesting. PS agreed.

VK asked who was on the COT. PS responded that it was RM, PS, JG, DP, AJ and JS with DC, TON, GdA and Emma Ross as non-voting advisors.



VK then asked who actually holds the responsibility? PS responded that Trustees are recognised roles under the Charter and responsible to the Charities Commission. Two other responsible bodies are the IMC and the International Council. RM added that there was also the Audit Committee (IAC) and the IESC.

VL asked what the normal procedure is for the President Elect and who will be proposed. PS noted that nominations had been requested from Territories and Branches earlier in the year and that interviews with PS, RM and the Secretary General would follow. AJ added that there had been four nominations who will be asked within the next week to indicate why they believe they are the correct person to take the institute forward. He further noted that this is exactly the same procedure as when RM was appointed

ND asked if there was a specified timeline to which AJ responded that the hope was to have a President Elect nominated by 1 January. ND asked if this could be done by the second week of December. Both AJ and PS stated it would be done as soon as possible.

AH asked whether the candidate for SG would be open to the International Community to which PS responded that the only requirement was to get the best person for the job, whoever that may be.

ND noted again the damage and disruption he believed was being done and the loss of confidence that was occurring. He stated his belief that the ship is sinking and that there was a need to really speed up the election of the President Elect. Could AJ really be impartial given his other roles?

VK wished to follow up on the concept of business as usual. Did AJ have a list of outstanding issues? Could AJ

AJ noted that he was keeping in touch with KN on outstanding items. In respect of his impartiality, he would absent himself from decisions where necessary, but he did not feel there was any conflict of interest with the role of UK Chair.

VK noted that WiLAT meetings had not been attended and expressed a worry as to whether this reflected a lack of interest in diversity. She also noted a lack of quality time from JH and the lack of knowledge as to whose signature should be on certificates



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JH agreed that there were a number of certificates to go out but also that this was a particularly busy time. He asked that the WiLAT to do list be shared and if there were any meetings arranged to please let him know.

VK commented that she was not getting a timetable for the SG replacement and stated it was not fair that AJ was delegating all the work to JH.

AJ stated that he was not delegating at all. He was, only two weeks in, trying hard to catch up with the workload but this would take time. In respect of the Secretary General the prime need is to find the right person. As PS has said there is a need to formulate the skills and abilities and to then do the recruitment.

VK commented that in her experience JH had never been late for a meeting but since the retirement of KN a meeting had been delayed for one hour. KN had mentioned retirement a few times over the years so why was there a crisis?

PS noted that that there was a small and tight Secretariat Team. All Trustees and the Secretariat have tried to pick items up and move forward as fast as possible.

AJ asked if CW could comment on what has not been done?
CW replied that all Marketing and Comms work has continued as planned. She was aware that one IBF meeting had stalled and one WiLAT meeting had not taken place. It was possible NG may have stalled to some extent.

ND noted that we are supposed to be about sustainability, professionalism etc and again noted his view that it was a sinking ship.

RM commented that we have all pulled together during the pandemic. We bring with us the spirit of Stronger Together. Reconciliation is so important.

GdA noted that she was upset and embarrassed that she had to be told the news by the Sri Lankan President. She should have been notified as a member of COT. There was a need for inclusivity and a need to ensure COT members were notified.

PS noted that it had been a difficult set of circumstances and apologised. GdA asked what is the process for COT decisions? PS responded that this is generally by debate and there has not been any matter requiring a vote during his service. All on COT have a voice. RM further commented that ultimately if COT make a mistake it should go to the International Committee. If the IC make a mistake it should go to an AGM.

PS noted that some of the issues now being discussed were wider than just the departure of KN. DP added that in his opinion the ship is not



sinking. We have survived the pandemic; the ship has lost one crew member albeit an important one. Given the issues being raised he suggested that a list of all the items the Meeting felt had not happened as a direct result of the departure of KN should be sent to AJ. Both AJ and PS confirmed they would be happy with this.

ND noted that Dato did a great job of sailing the ship through the pandemic.

VK noted that a ship cannot sail without its Chief Engineer, and we are in crisis.

NK asked about continuity in the Secretariat team. Both AJ and PS confirmed that the team will continue. It is not about one individual but about the whole collective of CILT.

AJ stated again – send me your issues – text, phone or email.

VK asked if the Trustees would invite KN back in the Interim? Also, would PS attend all next years WiLAT meetings? Also, that PS had not responded to her Emails.

PS noted that he had not received any emails.

VK noted that she had emailed stating that she wished to withdraw from the IMC.

PS replied that he would email VK after the meeting.

VK then asked about the two years priorities of PS to which PS responded that he was halfway through discussing them with KN, but they would now be issued as soon as possible.

DC then asked that in the light of today's meeting did we need the Meeting on Thursday? Her concern was rather to determine what the feedback to members should be? There had a been a full and frank discussion, some activities may have stalled. What positive message can be sent? This could be around the appointment of the President Elect, the fact that the appointment of the new Secretary General would be open and transparent and possibly via a committee? She noted that she would support the President and President Elect in their endeavours and that we now need to be forward looking. She also felt that as an advisor to COT she could do more to help.



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TM stated that the priority was to lay out the expectation of the next Secretary General.

DC noted that if the meeting on 25 November was to be a normal meeting there would then be a need for a follow up by 8 December. PS commented that the candidates for President Elect needed their best opportunity to present and he did not wish to do anything that may harm this.

PS noted that this was not about the Trustees or the Secretary General but rather about everybody who steers CILT and the direction it takes. It requires mutual support working for the best interests of the Institute.

RM requested that we hear from those who had not spoken.

FC stated that Immediate retirement does not happen. What does it mean? Communication is not happening.

RA – commented that a lot had been learnt and his trust was in the President and Management Committee to right the ship.

TON noted the insights and the pressure and lack of communication

HL noted the requirement for a process/system.

ND asked that 25 November be a follow up meeting rather than a normal one. DC asked whether it would be a combination of discussions or just the normal IMC items? PS asked what progress could be made in 1.5days? RM determined that 25 November should be the normal agenda and would agree at that meeting the date of the follow up.

PS closed by stating that we need to get things back to where we need to be. The passion and enthusiasm evidenced in the meeting is exactly what is required. We will get over this and will continue to be stronger together.