



## International Management Committee

### Final Meeting Minutes

**Tuesday 22 November 2016**

**GS1, London and Teleconference**

Name	Initials	Position
Kevin Byrne	KB	Chairman
Paul Brooks	PB	President
Keith Newton	KN	Secretary General
Steve Rinsler	SR	Honorary Secretary & Trustee
Jan Steenberg	JS	Trustee & IVP
David Pugh	DP	Honorary Treasurer & Trustee
Bernard Auton	BA	Trustee & IVP
Sunny Ho	SH	IVP
Gilles Legault	GL	IVP
Neville Binning	NB	IVP
Radzak Malek	RM	IVP
Finbarr Cleary	FC	IVP
Romesh David	RD	IVP
Vicky Koo	VK	Deputy WiLAT Convenor
Andrew Weatherill	AW	Financial Director
Kevin Richardson	KR	CEO CILT (UK)
Harriet Leung	HL	Manager CILT Hong Kong
Ceri Williams	CW	Secretariat
Apologies		
Umaru Usman, Rupert Nichols, Elliot Price, Aisha Ali Ibrahim, Monique Kack-North, Jon Harris, Ibrahim Jibril		

	Item	Action
1	<b>Welcome</b> KB welcomed members and thanked them for joining the meeting	
2	<b>Minutes of Meeting on Tuesday 20<sup>th</sup> September 2016</b> KB proposed that the minutes of the IMC on Tuesday 20 September be approved as an accurate representation of the meeting. The meeting agreed and also approved the minutes for posting on the website.	
2.1	UU asked the meeting to note the Africa Forum dates of 28 – 31 March 2017	
2.2	KN informed the meeting that IJ had been appointed as the new President for CILT Nigeria. The meeting offered IJ their congratulations. IJ will therefore be stepping down as IVP at the next Nigeria Council meeting in December when a	

	replacement will be discussed	
<b>3</b>	<b>Strategy &amp; Finances</b>	
<b>3.1</b>	<b>Strategy</b> KN reported on the strategy document circulated with particular reference to the slide on the role of an IVP.	
3.1.1	KN confirmed that a request for business plans went out with the request for annual returns. Business plans will be shared at the next IMC.	
3.1.2	KN highlighted that we are entering a critical phase when the IVP role will become increasingly important in working with branches to develop business plans where they don't exist. The recent meeting with CILT Hong Kong highlighted that year to date we only have 143 new members recorded through the branch EMAS system. The new members figure is declining and we therefore need to review activities in branches and have more focus on membership, growth and sharing of good practice.	IVPs
3.1.3	PB reported that the Growth Taskforce is concentrating on growth through corporate membership. We need to focus on selling education products into corporate contacts to grow our student numbers. Branch in a box can also be used to help countries grow. Regional forums will be discussed later in the meeting as a means of driving growth and YPs and WiLAT are also critical in these areas. It is critical to the Institute and our International networks that our branches continue to grow membership.	
3.1.4	KB reiterated that we need our IVPs to approach their CILT roles as real jobs. IVPs are the eyes and ears for their region and must be known to all country councils in their territory. They must assist the countries in their region with growth, development and best practice and should be in constant dialogue with the International President and Secretary General. IVPs are asked to focus on driving membership in all their regional activities	IVPs
3.1.5	PB requested that CILT (UK) record members against the branches in Poland and UAE for the purposes of International member tracking	KR
3.1.6	KB asked IVPs whether they were certain on the requirements of the role and requested a return on this commitment to the role in 2017-18	
3.1.7	SR emphasized the importance of IVP commitment to the central CILT plan. IVPs should consider membership retention as well as new membership and look at how we keep members engaged	IVPs
3.1.8	KB stated that members will only join and remain with an organisation that has something for them throughout all stages of their career.	
3.1.9	KR reported that CILT UK were actively considering ways to retain student members and overall had ideas and initiatives to support membership retention and growth.	
3.1.10	RM reported that CILT Malaysia had tasked their YPs with launching initiatives including a loyalty programme, CPD plans and a roadshow to target retention of 50% of this year's 400 graduates to chartered membership.	
3.1.11	KN stated that we should create a membership focus at IMC level to share best practice between us. KB said this would have his priority in 2017	
<b>3.2</b>	<b>Finance</b> KN introduced the initial draft budget for 2017, drawing attention to slide 7. Education income will be updated subject to the IESC's pricing review. A second draft will be considered by COT and IAC on 8 Dec. The budget will then return to IMC for final approval in the first meeting of 2017 The primary expenditure is on the secretariat as we plan to spend more resource on managing growth, in line with the strategy document. We have been on the limit of resource this year so plan for increased allowance for administration next year. To do this we need to increase education income and also request increased annual fees in 2 ways (i) Increase China fixed fee (ii) Increase membership fees from countries by 20p per member	

3.2.1	KB reiterated the importance of administrative support and encouraged KN to continue to build the resource	
3.2.2	FC: reported a great demand for training and education, as shown by China conference and asked if we are reviewing how we can satisfy this demand to maximise income.	
3.2.3	KN responded that JS will report on the pricing review later in the meeting and that whilst the Global Training Directory is not yet mature enough to develop any substantial income yet there is potential.	
3.2.4	KN asked for IVP support on membership price increase. KB invited IVP comment but none was received.	IVPs
3.2.5	KN requested IMC approval of the proposal prior to progression to the second draft and the meeting gave its approval	
3.2.6	DP asked for any comments / queries to be addressed to KN prior to the IAC consideration of the draft on 8 December.	ALL
<b>4</b>	<b>Conferences &amp; Conventions</b>	
<b>4.1</b>	<b>3rd China International Logistics Development Conference</b> KN reported on a very successful conference and drew attention to GL's report as a good precis of the event. The event was held on a huge scale and was largely financed by CILT China who want to repeat the event next year.	
4.1.1	FC agreed on the success of the event and proposed a CILT stand next year to raise profile.	
4.1.2	KN confirmed the attendance of 42 CILT International delegates including 4 Guest speakers	
4.1.3	RD suggested we send a letter of appreciation to CILT China and the meeting agreed	KN
<b>4.2</b>	<b>Africa Forum</b> KN confirmed the dates as 28 – 31 March 2017. The event will be held in Johannesburg and will be organised by CILT South Africa. The administrative costs for the event have been built into the budget but as local finances are low there is a request for international finance to assist cash flow. Some central management will be required but the event will be administered locally.	
4.2.1	KB requested maximum attendance	ALL
4.2.2	KN believes South Africa should present a great opportunity for delegates to access this year's event more easily and cost effectively	
4.2.3	The budget is based on 150 delegates but we hope to achieve 200 attendees. KN pointed out that although this is an African event other countries are encouraged to join in.	
<b>4.3</b>	<b>International Convention 2017</b> KN reported that International Convention will be held in Macao from 11 – 14 June 2017 and that an initial planning presentation has been forwarded to IVPs. This is a large task for a fledgling branch but Macao are hoping for local corporate support. PB/KN met with the organising team in Macao earlier this month for initial talks and KN/CW will have monthly progress reviews with them. VK has also been invited to assist with support	
4.3.1	KN asked members to look at visa requirements in plenty of time and advised that delegates landing in Macao and transferring to the ferry may need a Hong Kong visa. This info will be circulated in due course	
4.3.2	VK advised that WilAT had a meeting with the local group yesterday evening and that alternative venues were discussed.	
4.3.3	KB stated that we are aiming for 250 delegates and asked IVPs to encourage members in their regions to attend.	IVPs
<b>5</b>	<b>Committee Reports</b>	
<b>5.1</b>	<b>IESC and Pricing Proposal</b> JS reported that documents had been circulated and drew attention to the key issues of:	

	<p>(i) <b>Strategy review</b> There has been some success and some areas we are a bit behind in. The education strategy is about supporting growth, linking education to membership and building on the potential created by the education champions structure locally. The aim is to grow both the number of Training Providers and the number of students</p> <p>(ii) The KKA process is now underway and will be comprehensive. JS thanked Dorothea Carvelho from CILT(UK) for her support and contribution. JS confirmed that the aim is to present on KKAs work in Macao</p> <p>(iii) <b>Fees and Charges</b> The comprehensive review of current charges was previously discussed at IMC. Since then there has been further input from the Education championship and the team have looked in more detail at competitor activity. As a result, fee structure changes are proposed to align us in the marketplace and to promote our professionalism. It is proposed to reduce the cost of the entry level certificate and the introductory certificate and to increase the price of the certificate, diploma and advanced diploma. It is also proposed to increase the cost of the administration fees for accreditations. The IESC recognise that individual countries / Training Providers may struggle and will therefore deal with exceptions on a case by case basis</p>	IESC
5.1.1	KB asked whether we had education champions in every branch and territory. JS responded that these roles were now filled in most areas KB requested that IVPs link in with education champions for additional support. KB also congratulated the education team on 3000 active registered students, including 1600 new students this year	IVPs
5.1.2	JS reported that IESC are currently evaluating the risk of the proposed increases and will report to IAC on 8 December	IESC
5.1.3	KB suggested that in his experience students are prepared to invest in their future and pay associated costs	
5.1.4	KN said that feedback from our India & Middle East providers indicated that the markets there could absorb the increase as margins charged allowed scope for increases. However we know that in some African countries e.g. Zimbabwe there were specific economic issues. We have a process that allows appeals to be made to the IESC by countries where these issues occurred.	
5.1.5	KN sought approval in principle from IMC to the fee proposals. No objections were received and the meeting agreed to the price increases	
5.1.6	SR asked members to remember that it is the fees income that enables us to renew qualifications on a regular basis and is reinvested in our products	
<b>5.2</b>	<b>IMSC Proposed Agenda</b> KN reported that Becky Loo had formally indicated that she will continue as Chair for another 12 months. The agreed agenda is: <ol style="list-style-type: none"> <li>1. Re-issue of membership guidelines to allow the correction of appendix references and some minor text changes.</li> <li>2. Discuss the ability to create a global database of members, although there are practical hurdles from system and data protection perspectives.</li> </ol>	
5.2.1	RD enquired about the timeline on guidelines and KN confirmed that they should be re-issued by end of January but that no substantive amendments were expected	
5.2.2	IMSC will consider issues surrounding a central database such as the requirement for branches to alert new members that their details will be stored centrally by CILT International office.	IMSC
<b>5.3</b>	<b>Brand Guidelines &amp; Global Growth Task Force</b> KN reported that CW had been working on new brand guidelines, which will be	

5.3.1 5.3.2	<p>issued before the end of the year. The main change is the removal of the purple bar, but branches may continue to use existing supplies of stationery. The new guidelines will offer much closer direction to countries. Any questions should be sent to CW/KN by end of November</p> <p>KN confirmed in response to a question by VK that WiLAT comments had been considered and that feedback would be given prior to the issue of the new guidelines</p> <p>There are no updates on Global Taskforce</p>	KN/CW
6 6.1 6.1.1. 6.2	<p><b>Regions, Territorial Organisations and International Branches</b></p> <p><b>6.1 Asia Region MOU Update</b> SR reported that a document had been circulated and that branches had opportunity to comment. The aim is to give forums a framework within the Institute. Initial comments have been received but SR is pleased to receive any more comments by email. The plan is to sign off documents in Macao. The Asia Forum is a guinea pig in this area and the recommendation is that we proceed with MOUs for other forums and special interest groups. i.e. YPs, WiLAT and Africa Forum. It is especially important that IVPs are in agreement as they will be involved in chairing these forums.</p> <p>6.1.1. In response to VKs query on the chair of the new Asia forum SR confirmed that he would expect a regional IVP to take the chair in Asia for an initial fixed term and made reference to RM's efforts in instigating the Asia forum work to date. The MOU states the choice of chair is that of the Forum.</p> <p><b>6.2 Regional and Country Updates</b></p> <p><b>Europe and Middle East - Bernard Auton</b> BA reported that he is awaiting feedback from CILT (UK) on the student membership paper circulated. The draft is available for other regions to use. BA to forward the correspondence to KR.</p> <p><b>South Asia - Romesh David</b> RD reported that Sri Lanka held a successful annual convention on 9 November with large attendance</p> <p><b>Australasia - Neville Binning</b> NB reported on AGM &amp; Annual Awards events this month in Australia. NB is due to visit Canberra for their AGM. Canberra have a good sponsorship arrangement with a local government agency which will provide the opportunity to meet with some key people from federal government to leverage contacts through international trade agreements. Papua New Guinea remains on a back burner until next year. Australia currently have 1500 active members. Back office work has identified that some inactive student members have remained on the database. A process of database cleansing has been initiated alongside the launch of an initiative to regain lapsed student members.</p> <p><b>The Americas - Gilles Legault</b> GL circulated a regional report. GL thanked China for their invitation and for the financial support for attending China Conference. The N America AGM was held last week in Ottawa. N America are due to launch a membership campaign with the support of David Collenette. Bob Armstrong is hosting a panel discussion in his capacity as CILT President at a tradeshow / conference today KB enquired whether CILT N America have corporate members and GL responded that attracting corporate membership is a target are moving forwards.</p> <p><b>South East Asia - Radzak Malek</b> RM circulated a regional report. It has been a busy week in Malaysia with the National Symposium on logistics and transport, a meeting with the Minister of education (with PB, KN &amp; SR) and the Malaysia Convocation attended by 750 delegates. The Malaysia AGM was held on 19 November and new council members were elected. RM also attended the CILT Indonesia Convocation with</p>	I  IVPs  BA

	<p>KN and PB and met with the local council and completed a new accreditation visit. CILT Indonesia want to set up WiLAT and YP groups. RM reported on a lot of potential in Indonesia.</p> <p>KB thanked RM for his work and involvement in the region</p> <p><b>East Asia - Sunny Ho</b></p> <p>SR confirmed that the Asia MOU will not affect delegation agreements with local councils. The regional forum is about co-operation and countries working together for the good of the institute and the industry.</p> <p><b>UK - Kevin Richardson</b></p> <p>KR reported that CILT (UK) are in the process of closing off their year end. Indications are that the result will be positive. Recent activity has included a 3 day Logistics Research Network event for academics and the UK Annual Awards dinner. The Annual Fellows lunch is coming up and there is regional activity through the forums. Membership is currently 18, 357 which is approximately 2% up on last year. A review of Professional development Courses is in progress. There are currently 125 corporates in UK with extensive acquisition targets for this year. KR introduced the new FD Andrew Weatherill (on call) and announced the appointment of a new Marketing Communications Director who starts in January 2017</p>	
<b>7</b>	<b>Key Developing Groups</b>	
<b>7.1</b>	<b>WiLAT</b>	
	VK circulated a report summarising the past months activities and asked for support for the New WiLAT branch launched in China this month	
<b>7.1.1</b>	KB Commended VK on her comprehensive report	
<b>7.2</b>	<b>YP</b>	
	No report was submitted	
	KB reiterated that the future of the institute is with our YPs and asked members to help and support YPs and engage them locally.	ALL
<b>7.2.1</b>	KN reported that a meeting had taken place with EP and NB to set out steps in forming a strategy. The process has started but is not progressing as quickly as hoped. KN reported some successful groups globally i.e. UK, Ghana, Malaysia and emphasized that we need to look at sharing expertise	
<b>7.2.2</b>	KB repeated his request for 2 YPs from each country to attend International Convention and asked for countries to look for local sponsorship / support mechanisms now.	ALL
<b>7.2.3</b>	PB requested a plan from every country on how they will fund 2 YPs for Macao	ALL
<b>8</b>	<b>Any Other Business</b>	
<b>8.1</b>	JS asked IVPs to send details to Jon Harris of any Universities / colleges who may be interested in our education offering as we need to sign up new Training Providers	IVPs
<b>8.2</b>	SR requested that the meeting recorded thanks to KB for his work and contribution as chairman of IMC and looks forward to celebrating his Presidency in the new year	
<b>8.3</b>	SR requested that the meeting recorded thanks to PB for his time and effort both as chairman of IMC and as President	
<b>9</b>	<b>Dates of Next Meetings</b>	
	The next meeting will probably be held in February 2017 and details will be forwarded before the end of the year	
<b>9.1</b>	The meeting discussed the merits of face to face meetings and noted that it was 2 years since a face to face meeting had been held	
<b>9.2</b>	KN reported that although meeting costs would be covered centrally IVPs needed to finance their travel costs for face to face meetings and requested input to the discussion	
<b>9.3</b>	KB thanked members for their attendance and closed the meeting	