



Minutes International Management Committee

Thursday 28 September 2017; 11:00 GMT
GS1, London / Teleconference

Present			
Present:	Name	Position	Initials
In person	Kevin Byrne	International President	KB
	Steve Rinsler (Chair)	Hon. Secretary & Trustee	SR
	Finbarr Cleary	IVP	FC
	Keith Newton	Secretary General	KN
By phone	Jan Steenberg	IVP & Trustee	JS
	Francis Ehiguese	IVP	FE
	Neville Binning	IVP	NB
	Giles Legault	IVP	GL
	Radzak Malek	IVP	RM
	Vicky Koo	WiLAT Deputy Convenor	VK
	Usman Shuaibu (part)	YP Regional Ambassador	EP
	Ceri Williams	Comms Co-ordinator	CW
	Jon Harris (part)	IPDC	JH
Apologies	Rupert Nichols, Kevin Richardson, Monique Kack-North, Jon Harris, Andrew Weatherill, Romesh David, Aisha Ali Ibrahim, Elliot Price, Harriet Leung, Bernard Auton, David Pugh, Sunny Ho		

No.	Item	Action
1.0	Welcome SR welcomed members to the meeting.	
2.0	IMC Thursday 13 July 2017 The minutes were passed as an accurate representation of the meeting	
2.1	Matters Arising	
2.1.1.	Item 3.11: SR advised that we are waiting for the announcement of the President Elect so they can participate in the working group to progress the output of table discussions at Convention in Macao.	
2.1.2	Item 3.4: SR confirmed that it will take some time to co-opt YP and WiLAT representatives onto national councils. We hope to achieve this by January 2018.	
2.1.3	KN to confirm status of all country branches prior to next IMC SR confirmed that local events enable our membership to interact and keep in contact with the Institute but should be co-ordinated by the Country Council across all Chapters and Forums (See item 5 this meeting)	KN
2.1.4	Item 5.6: KN confirmed that the only challenge to the KKA document came from Ireland but was out of process. JH reported that the	

	challenge received belonged in a companion document rather than in the KKA document and was being considered.	
	JH clarified that the KKAs represent the minimum standards as a guideline. Some countries may have to do more to comply with local legislation.	
	KN reported that the KKA document had been developed over a course of 2 years through IESC and countries had been given ample opportunity to comment. Whilst it is a living document, there is a need to freeze the document now and no further comments will be considered until the next round of amendments.	
	FE said he had some comments to make on the KKA document and SR asked him to take them outside the meeting and send a note to KN.	FE
2.1.5	Item 5.6: FC raised the question of how to increase the International finances. SR reassured members that COT take the finances of the Institute very seriously and have had discussions on the way forward as part of recent strategy discussions. KN reported that we only have 2 sources of income: education income and country contributions. Countries can assist international finances by recommending and endorsing our educational programmes	
2.2	Approval to Post Minutes on Website The meeting approved the minutes for posting on the international website	
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3.0	Convention and Conferences	
3.1	China Conference KN reported registrations for branch delegates are in progress for China Conference. Chia have requested a few more senior government officials / senior logistics leaders. IMC members to make recommendations by tomorrow.	ALL
3.2	Africa Forum AF will be held on 14-16 March 2018 in Abuja. A team is in place to organise the event and FE circulated a report for members to read.	
3.3	International Convention 2018 KN reported that we have started work with the team in Poland for Convention 2018 in Wroclaw. The themes are <i>Linking CEE to the World</i> , and <i>The Electric Car Revolution and its Impact on Logistics</i> .	
3.3.1	Members are asked to recommend speakers on these topics to KN.	ALL
3.3.2	The website and booking process are targeted to go live by 1 December to assist with the visa process.	
3.3.3	An Amazon distribution centre tour is planned	
3.3.4	The issue of encouraging YP involvement is being considered	
3.3.5	KB confirmed that every country should support 1 YP delegate	
3.3.5	KN to provide a full report to the next meeting	KN
3.3.6	SR reported that a ELUPEG conference will sit aside the Convention	
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4.0	Strategy & Finance	
4.1	2017 Forecast 7+5 KN circulated the forecast to date	
4.2	YTD Income & Expenditure KN reported that we are still on track to make a slight profit this year. We are well ahead at this stage but with country fees paid with only 2 exceptions the main income from now to the year end is from education only. Education income is up on last year.	
4.2.1	SR thanked countries for prompt payment of membership fees	

- 4.3 Budget process 2018 & International income**
KN reported that the budget process is underway and the proposed budget will be reviewed at the November IAC.
- 4.3.1 SR reported that country fees will also be reviewed
- 4.4 Business Plan Status by country**
KN circulated the current status on business plans. Some plans remain outstanding
- 4.4.1 IVPs to assist with the development and submission of business plans in their regions and report back on progress IVPs
- 4.5 Membership Applications YTD**
KN expressed concern that the rate of membership applications is falling. In 2017 we received half the number of applications through Hong Kong than were received in 2015 and suspect this pattern is also reflected in the Territories.
- 4.5.1 SR emphasized the importance of converting student members into full members and retaining a relationship with people who have attended our courses. IMSC to consider establishing a taskforce to consider how we improve our membership over the next 2 years
- 4.5.2 KB recommended a membership champion in every branch targeted with retaining existing membership and encouraging young membership.
- 4.5.3 RM circulated the Malaysia paper on the journey from MILT to CMILT. They have a champion/mentor arrangement to encourage the transition from MILT to CMILT.
- 4.5.4 IVPs are to encourage countries to start thinking about the membership issues and consider their branch strategy for growing membership. IVPs
- 4.5.5 SR noted that Malaysia and Nigeria both have an emphasis on education and membership retention and this is reflected in their membership figures
- 4.5.6 JS mentioned that Sri Lanka have been working on doubling their membership by June next year. Members are asked to contact Sri Lanka for ideas
- 4.5.7 NB reported that retention of YPs is a big issue in Australia who are considering how to integrate YPs with rest of the Institute through schemes such as mentoring. NB Suggested we should be directing our resources by targeting employers and recruiters, particularly those with a global footprint. A proposal is being presented to the Australia Council which NB is happy to share ALL
- 4.5.8 SR requested that all countries consider their membership goals so that by the end of 2017 we have actions in place to increase membership. Item for November IMC Meeting IVPs
KN to communicate with branches before the next meeting KN
- 4.5.9 RM reported that Malaysian have initiated a loyalty programme to retain YPs. A further issue is keeping members engaged during the period between MILT and CMILT.
- 4.5.10 SR advised that we need to consider how we are engaging with young members through use of social media and technology.
- 4.5.11 FC reported that many good presentations are being given by our members around the world. How could we share these? It would be a good idea for members to discuss and comment on WhatsApp to establish the good practice of sharing on a wider basis. The web-site needs to include links to these presentations

- 4.5.12 FE suggested a practice of assessing whether members qualify for CMILT and contacting those who do with an application form.
- 4.5.13 SR encouraged countries to post membership grade requirements on their websites IVPs
- 4.5.14 GL suggested an external review of the Institute before the centenary to assess our challenges and opportunities.
- 4.5.15 FC advised that Ireland is waiting on a report from college students on CILT Ireland's membership which he is happy to share. This has the added bonus of creating awareness amongst students
- 4.5.16 SR has been impressed by the growth of WilAT. However, WilAT have a responsibility to ensure all members are CILT members

5.0 Governance

5.1 Forum Protocol Document

A Document was circulated to regulate how Forums work within the Institute. This is a guidance document to help develop uniform practices across branches and within the Institute.

- 5.1.1 KN confirmed that the document is written to provide for the operation of Forums at global, regional and country levels
- 5.1.2 SR emphasized that Forums already exist within the Institute – i.e. WilAT, YP, and Africa Forum and the document is designed to create uniform process and ensure connectivity with country councils.
- 5.1.3 SR stated that the document was forward looking to allow for potential issues, such as funding, as and when they occur.
- 5.1.4 Members are to send comments to KN / SR before the document is considered by COT on 13 October.

ALL
FE

5.2 Best Practice Branch & Territory Governance – CILT Ireland document

SR advised that Byelaws are fundamental to the operation of the Institute and assist with governance, procedure and best practice.

- 5.2.1 FC has circulated the Ireland governance documents for information. UK and international also have Byelaws. The byelaws cover a range of issues concerning operation of the branch.
- 5.2.2 KN reported that this is now a best practice document and is included in the branch in a box.
- 5.2.3 SR advised that local Byelaws must not be in contention with the International Byelaws as these were signed off by the Privy Council under the Charter. COT need to be aware of any local variations.
- 5.2.4 Members are asked to read the Ireland document and direct any questions to FC/KB.

ALL

6.0 IVP Reports & Key Developing Groups

6.1 South East Asia IVP Report (RM)

Report circulated.

RM advised of a Dar es Salaam invitation to organise a joint seminar. On 9 November JH will conduct an education audit. The University of Kuala Lumpur are hosting a round table discussion in the afternoon of 9 November.

Malaysia Convocation takes place on 11 November with KB presenting certificates.

The 2nd National Symposium on Logistics & Transport will take place on 10 November with a Networking Dinner at night.

6.2 Nigeria IVP Report

Dial in (UK Callers)
Dial in (International)
Participant code

Toll access: 0333 300 1134; Toll free access: 0800 358 2705
See attached listing or dial 00 44 333 300 1134
833356#

6.3	Report circulated. Africa IVP Report	
6.4	No report submitted. Americas IVP Report (GL)	
6.5	No report submitted. Australasia IVP Report (NB) NB reported that Australia have completed marketing and governance strategies for presentation to the National Council. Annual awards will be held on 28 October in Sydney and will include a new category of Professional Woman of the Year. The winner of this and YP of the Year will be offered a seat on the National Council. KB is visiting in October and will attend the awards event.	
6.6	South Asia (RD) The main item of significance is that CILT Sri Lanka will hold their International Conference on the 3 rd of October. The pace of membership acquisition has picked up considerably and is progressing well at Member and Chartered Member grades.	
6.7	East Asia (SH) No report submitted.	
6.8	Europe & Middle East (BA/FC) No report submitted.	
6.9	WIAT Report circulated.	
6.10	YPs US reported there are currently 8 countries involved in YP Africa. All members are being asked to seek the support of their local councils. US to send a short record of his report for the minutes. SR thanked US for joining the call and re-iterated that all countries should find space on their councils for their YP and WILAT representatives by January 2018. SR reiterated that local events encourage engagement with the Institute and are to be encouraged.	US
7.0	Any Other Business	
7.1	Comments on the education report should be directed to JH and JS with KN on copy.	ALL
8.0	Date of Next Meeting - Please note the change of date - Tuesday 28 th November 2017.	