

The Chartered  
Institute of Logistics  
and Transport

# WiLAT Forum

## Operations Guideline

### Reference document

## CONTENTS

1. Introduction
2. Vision and Mission
3. Strategic Thrusts
  - 3.1. Mentorship
  - 3.2. Empowerment
  - 3.3. Leadership
  - 3.4. Entrepreneurship
4. Corporate Social Responsibility
5. Governance
  - 5.1. WiLAT Global Executive Committee
  - 5.2. Composition
  - 5.3. Vice Chairpersons' Roles
  - 5.4. Tenure
  - 5.5. First Chairperson's tenure
6. Local WiLAT Committee - Terms of Reference
  - 6.1. Objectives
  - 6.2. Quorum
  - 6.3. Membership
  - 6.4. Terms of Office
  - 6.5. Meeting Schedule
7. WiLAT Membership
8. Annual Plan
  - 8.1. Signature event
  - 8.2. Regular events
  - 8.3. Collaborative events
  - 8.4. WiLAT Global and Regional events
  - 8.5. Funding
  - 8.6. International/Global events
9. Global Communication
10. WiLAT Statistics

## 1. Introduction

The first women group in the Chartered Institute of Logistics and Transport (the Institute) was founded by Aisha Ibrahim of the Institute in Nigeria. It became a formal Forum of the Institute in 2013 when Women in Logistics and Transport was launched globally at the Institute's annual convention on 3 June 2013 in Sri Lanka. Aisha Ibrahim was nominated as the Global Convenor and the convention adopted the formal name Women in Logistics and Transport and WiLAT as the abbreviation. The unique WiLAT logo was designed by Dr Dorothy Chan and female supporters in Hong Kong using the initial of 'W'. There were WiLATs in 12 countries in 2013 and by 2017, it has grown to 19 countries.

The work of Global Convenor is aided by regional co-ordinators and country chairpersons. Country Chairpersons are responsible for mapping activities for WiLAT in their own countries and come together to share their experiences and achievements on an annual basis during the CILT Annual Convention. In 2016, WiLAT further formalized two regional structures through: WiLAT Asia and WiLAT Africa.

This operational guide was endorsed at WiLAT global meeting in June 2017 agreed by the COT in September 2017. Changes or variations cannot be agreed without the agreement of the WiLAT Executive Committee and the COT.

## 2. Vision & Mission

**Vision:** To be the most sought after for advocacy, professionalism and empowerment of women in Supply Chain, Logistics and Transport.

**Mission:** to promote the status of women in Supply Chain, Logistics and Transport, to bring together those who support talent and career development of women and to provide a support network and mentoring opportunities for women in the sector.

**Our Logo:** The initial letter of "W" for women is replicated as a flying bird to signify that women are flexible, industrious, holistic, strategic and elegant. Birds are usually gregarious and work in team which is also the core value in our logistics and transport world.



### 3. Strategic Thrusts (agreed at WiLAT Global meeting in 2015)

In 2015, during the Global WiLAT annual meeting in Dubai the following themes were agreed to be adopted as the strategic thrusts of WiLAT.

#### 3.1. Mentorship

Mentorship program benefits young women who want to pursue and develop their career in logistics and transport. The name 'Ignite' which comes from a successful mentorship program launched in Sri Lanka in 2014 will be adopted across WiLATs in considering mentorship program.

#### 3.2. Empowerment

Empowerment is important to enable female to unlock their potential and advance their status. Four processes have been identified that could lead to women's empowering namely: changes in women's mobility and social interaction; changes in women's labour participation; changes in women's access to and control over resources; and changes in women's control over decision-making. WiLAT Malaysia, for example, is focusing on changes in women's control over decision-making. It is a long-term process that has to be systematically planned and implemented by WiLAT member countries. WiLATs are happy to move forward by sharing useful experiences.

#### 3.3. Leadership

Leadership relates to the ability to lead and to deliver results. Three pillars would help to build up leadership potential of our young females:

**Pillar 1:** Investment through counselling, mentorship and formal leadership training programmes are fundamental to successful leadership. Generally, countries are addressing the target of 30% women in decision-making and leadership role. This must not be allowed to slack as statistics have shown that in most countries, women participation in decision-making level is below 30%.

**Pillar 2:** WiLAT will help to promote and identify promotion opportunities for women into executive leadership. Women who are already in a leadership position could set an example of promoting diversity.

**Pillar 3:** Recognition is needed to raise public's awareness of contribution made by women in the logistics and transport industry. A pilot activity in Malaysia identified 25 women leaders from seven ports to be groomed directly and through this initiative, each one of these leaders will groom a minimum seven potential young officers at their own workplaces.

#### 3.4. Entrepreneurship

Entrepreneurship is something special for WiLAT. WiLAT originated from Nigeria and Zambia, the top two countries in the world for women entrepreneurs according to Global Entrepreneurship Monitor 2012 Women's Report. There are useful experiences to share across WiLAT

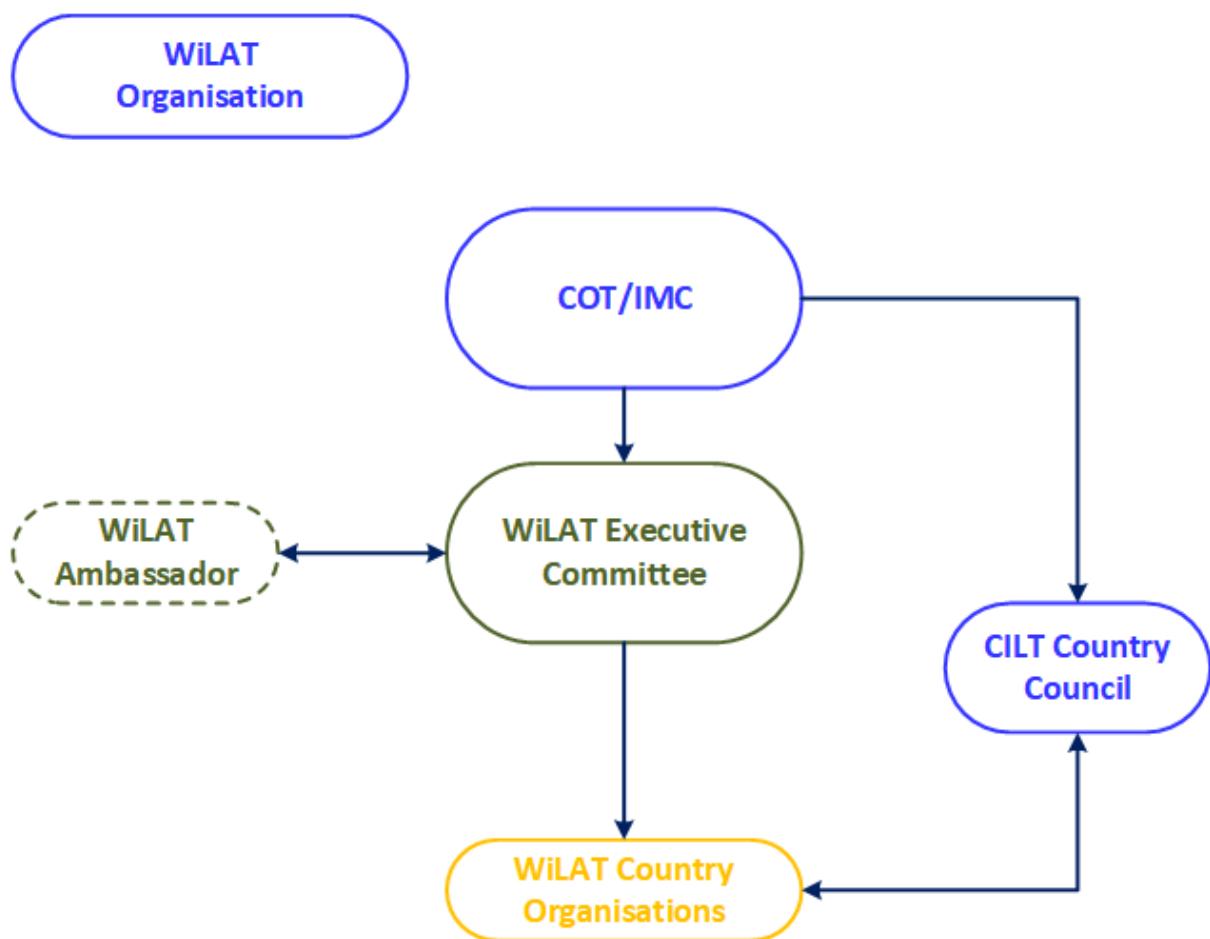
and from industries other than supply chain, logistics and transport. WiLAT is committed to developing our own enterprise in the course of time.

#### 4. Corporate Social Responsibility

WiLATs are encouraged to participate in community projects. Africa WiLATs are strong in promoting mobility for women and for African countries. Other WiLATs take part in community fund raising and environmental projects and collaborate with charity organizations.

#### 5. Governance

The structure of the WiLAT governance is:



##### 5.1. WiLAT Executive Committee

There will be a WiLAT Executive Committee that manages all the Country WiLAT Committees.

- 5.2. The Global Executive Committee (GEC) will be formed comprising the WiLAT Global Convenor (Chairperson) and [3] vice Chairpersons. The

Executive Committee shall meet every 3 months and more frequently as needed and take an active role to connect WiLAT to key / critical contacts for the development of WiLAT.

### 5.3. Objectives

- To support CILT to promote women in Logistics & Transport.
- To encourage empowerment of women in Logistics & Transport and Supply Chain industry.
- To organize activities and sharing session to pursue women's development.
- To manage the WiLAT Local Country branches.
- To promote awareness of WiLAT activities and WiLAT's participation in other related groups.
- To do any other things to enhance the status of women in Logistics & Transport and Supply Chain industry.
- To raise fund to support WiLAT activities.

### 5.4. Quorum

There should not be less than [three] persons at a WiLAT Executive Committee Meeting

### 5.5. Vice Chairpersons' Roles

The Vice Chairpersons will oversee key areas of WiLAT's growth and performance.

**Vice Chairperson of Branding and Funding:** Promote the brand of WiLAT in the industry to create awareness and source for funding and support from major organization. Regularly report to the committee of the progress and opportunities identified. Funding and support sourced is for the use of WiLAT activities.

**Vice Chairperson of Activities:** Propose and carry out activities along the 4 strategic thrusts. Through activities and events, recruit FOW (Friends of WiLAT) and support to convert them to CILT HK members.

**Vice Chairperson of External Relations:** Develop close contact with the WiLAT chapters and collaborate with WiLAT Asia Forum, WiLAT Africa Forum and Global WiLAT. Provide support to newly formed WiLAT chapters.

**Vice Chairperson of Local Committee Leadership and Integration:** Develop local committees and ensure they integrate with the local CILT Country Organisation and with the WiLAT organisation. Ensure WiLATs join the CILT.

The Chairperson, Vice Chairpersons and other committee members (Advisers), as far as possible shall be elites from the industry of supply

chain, logistics & transport; government policy makers or young professionals. Persons with appointments at the Global or Regional level shall be nominated to the EC. VCs shall recruit Committee Members to support their respective functions while they are encouraged to provide the opportunity to YP (Young Professionals) whenever feasible. Nomination of the Committee Members by VC shall be vetted by the EC prior to appointment.

## 5.6 **Tenure**

The tenure of the Executive Committee members is four[?] years and they can be re-elected for a further term of 2 years. The first WiLAT Global Convenor (Chairperson) and half the committee would take office for a period of 4 years (From 1<sup>st</sup> July 2016). WiLAT Committee will be elected during November and take office on the 1<sup>st</sup> January. The Chairperson will announce the successor (after consultation and agreement with the COT) in the final year of her term to ensure smooth transition. Immediate Past Chairperson will have an ex officio advisor seat at the Executive Committee. Co-option of Committee members is permitted: no more than 2 persons should be co-opted at any one time and their term of co-option cannot exceed 2 years.

The period of term for first WiLAT Chairperson shall be 4 years to help the formation of WiLAT. It is expected that there will be a succession plan and the new Chairperson could serve for a period of 3 years. (Please note that 3-year appointment is in line with International IVP tenure whereas some local CILT may have stipulated 2 years for Committee Chair.)

## 5.7 **Ambassadors**

WiLAT Executive Committee can nominate a person of significant contribution to Logistics and Transport as an WiLAT Ambassador. Their nomination needs to be approved by COT and they will be awarded a certificate signed by the CILT President. They can hold that role for a period of 2 years at which time the honour can be renewed.

## 5.8 **Sponsorship**

Should WiLAT wish to collect monies from corporate (or individual) sponsorship, CILT Countries or CILT Members then

- (a) It should gain the authority of CILT to do so through the IMC/COT
- (b) The money must be held in a separate deposit account in a regulated retail bank and managed by the CILT Country Organisation providing the administration of the WiLAT Forum, in this case CILT [ ]
- (c) That proper accounts of the collection and use of the money must be kept and presented by CILT [ ] to WiLAT Forum Members and the CILT Audit committee on a bi-annual (every six months) basis, and

- (d) Should the money on account exceed 12 months' budgeted expenditure at any time then the excess money must be transferred to CILT International
- (e) Should there be a call for the use of the transferred money at a later date then cash for an agreed business case will be returned should the Institute have the free cash to do so.
- (f) These rules apply to each WiLAT Country Committee and the monies collected must be held by the Local Country CILT Committee in a separate bank account. Accounts to be presented every 6 months to the WiLAT Executive Committee who will aggregate them for the IMC report.

## 6. Local Country WiLAT Committees - Terms of Reference (TOR)

Where the number of WiLATs warrant a Country Committee, the Executive Committee can agree with the Local CILT Country Council that a local WiLAT be setup. The Local WiLAT Committee is accountable to the local CILT. The TOR is provided for governance and cannot be modified without the approval of the WiLAT Executive Committee and the COT/IMC.

### 6.1. Objectives

- To support CILT in their Country to promote women in Logistics & Transport.
- To encourage empowerment of women in Logistics & Transport and Supply Chain industry.
- To organize activities and sharing sessions to pursue women's development in the local Country.
- To liaise with other WiLAT Local Country branches.
- To promote awareness of WiLAT activities and WiLAT's participation in other related groups.
- To do any other things to enhance the status of women in Logistics & Transport and Supply Chain industry.
- To raise fund to support WiLAT activities.

### 6.2. Quorum

There should not be less than [three] persons at a Local WiLAT Committee Meeting

### 6.3. Membership

Chairperson: Nominee who must be a CILT Local Council Member elected by the Country Members. The local CILT Council Chairman (President) would consult WiLAT Global Convenor on the nomination. Where the person is not yet a member of their Local Country Council then the Council will co-opt them on

their being appointed Chairperson. The Nominee must be appointed by the IMC.

**Vice Chairperson:** The Vice-Chairperson must be members of the WiLAT and the CILT and be appointed by the Chairperson

**Committee Members:** At least one other CILT Country Council Member Members of CILT (Male and Female) who are interested in the work of WiLAT

**Members:** All female members of CILT are members of WiLAT

**Friends of WiLATs:** Country can introduce Friends of WiLAT category for male members of the Institute

**Advisors:** Members and non-members of the local CILT to be appointed by the Chairperson with the agreement of the Local COILT Council

#### 6.4. Terms of Office

Committee members are appointed for [4] years each time and may be re-appointed no more than once. There should be at least [5] Committee members. The Chairpersons term of office is in addition to any time they have spent as Committee Members.

#### 6.5. Meeting Schedule

The Committee meets at least once every two months. (can vary according to local circumstances.)

Committee members are expected to attend at least [50%] of Committee meetings.

### 7. Membership (Criteria based on WiLAT Global meeting in Sri Lanka in 2013)

<b>1. Objective</b>	<b>To foster the development of Women in Logistics and Transport in HK</b>	
<b>2. Positioning</b>	<ul style="list-style-type: none"> <li>- Target group of WiLAT</li> <li>- To provide unique value to female members by focusing on their professional needs and interests</li> </ul>	<ul style="list-style-type: none"> <li>- Supporters of WiLAT</li> <li>- To support and promote the gender diversity in the Logistics and Transport Industries</li> <li>- A platform for potential members to learn about CILT&amp; its membership</li> </ul>
<b>3. Eligibility</b>	Female member of CILT	- Male member of CILT

		- Non-member of CILT (Anyone in the logistics and transport sector who is interested in WiLAT)
<b>4. Registration</b>	Automatically become member, provide opt-out	Registration form
<b>5. CILT Membership</b>	Align with current CILT membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT	Existing male member: Align with current CILT membership structure, each individual keeps his/her own CILT Membership grade e.g. CMILT, MILT  Non-member: To facilitate non-member to apply for CILT membership at Affiliate or other grades.
<b>6. Local Communication</b>	Email as official communication channel to members and friends <ul style="list-style-type: none"> <li>• Events news</li> <li>• Link for accessing “past event” photos in Facebook page (if any)</li> <li>• Link for accessing “CILT newsletter” in CILT website Facebook / LinkedIn as an additional official online platform</li> </ul>	
<b>7. Event registration</b>	1 <sup>st</sup> priority: WiLAT members 2 <sup>nd</sup> priority: Friends of WiLAT	
<b>8. Fees</b>	There can be 2 categories of fees for WiLAT, CILT members and non CILT members for fee charging events. Events can be free or sponsors sought.	

## 8. Annual Plan (Example)

Each WiLAT will prepare an annual plan which can contain:

- 8.1. Signature event, e.g. anniversary celebration
- 8.2. Regular events in form of chat sessions or life enrichment seminars that would give advice and support to the women in the industry
- 8.3. Collaborative events among the women’s groups in the country of related industry, there may be joint / collaborative events to create synergy with other organizations.
- 8.4. WiLAT Global and Regional events are to be supported as far as possible within manageable resources.

- 8.5. WiLAT can raise fund to support its activities. It may also organize fee charging events. NOTE: Monies collected by WiLAT at all levels must be accounted for properly. They are Members donated money or sponsorship provided to the Institute and its Members. They must be accounted for by the Country Organisation providing the administration to the WiLAT organisation.
- 8.6. If there are invitations on WiLAT attendance of an international /global nature, the Global Convenor would be consulted.
- 8.7. The annual plan would be incorporated into local CILT annual plan and subject to discussion with local CILT Council.

## 9. Global Communication

WiLAT has a Global WiLAT Group on WhatsApp. The group administrators are: Aisha Ibrahim, Nigeria & Global Convenor, Dorothy Chan, Hong Kong & Global Advisor and Annie Shek, WiLAT Hong Kong. All WiLATs are included in the Group. WiLAT has also established a website [www.wilat.org](http://www.wilat.org). User ID is provided to all WiLATs and WiLAT Hong Kong is the manager of the website. A tutorial document is also available to facilitate posting of events, conference materials and speeches and including WiLAT Annual Report. The post can be found in 2 places in FORUM and Gallery so that following the description on activities, photos can be shared. Each WiLAT has a nominated person to manage the posting of stories on the webpage.

NOTE: WiLAT must conform to the CILT Global Brand Guidelines and the CILT logo must be on all communications.

## 10. WiLAT Statistics

Collection of statistics will help in presenting the status of WiLAT. Country chairpersons must keep record of their activities on an annual basis. In line with CILT International, statistics could be compiled on a calendar year basis (ending December) on:

- Number of WiLAT members
- Number of Friends of WiLAT
- WiLAT converted to CILT in the past 12 months
- Number of volunteers recruited
- Number of activities hosted (regardless of size)