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**The Chartered
Institute of Logistics
and Transport**

CILT FORUM PROTOCOL

Dated xxxx day of xxx 2017

CILT Forum Protocol

This IMC/COT document sets out the protocols for the provision of Forum structures within the Chartered Institute of Logistics and Transport (CILT) for the benefit of members worldwide. We believe that visions and strategies need to be agreed, and that there must be a unified governance template to ensure the transparency that members deserve, and to ensure Trustees' responsibilities will be adequately safeguarded.

1. Vision

1.1 CILT aims to be the most progressive and sought after organisation for advocacy, professionalism, training and empowerment in the areas of supply chain, logistics and transport. The CILT mission is:

- To promote the profession through a network of members, and enable a talent pipeline for individuals and employers.
- To provide the education standards and training templates for the profession.
- To persuade governments of the need to have professional standards within supply chain, logistics and transport, and that CILT qualifications (or others) that educate to the same standards are a passport to skilled supply chain, logistics and transport jobs and careers.
- To provide the professional accreditation of universities, colleges and other learning organisations.
- To support CILT International members and countries.
- To promote diversity and multi-culturalism amongst members.

These objectives and missions need to be part of a shared, sustainable relationship with members, individuals, governments and industry. This vision discharges CILT's responsibilities under the Royal Charter.

1.2 In its dealings within the Institute and its wider community, CILT will ensure that it meets the highest ethical standards of corporate behaviour, and will encourage the spread of good and ethical practices between commercial companies, individual CILT members and CILT bodies.

2. Strategy

2.1 CILT already has a governance structure of:

- The Council of Trustees (COT)
- The International Management Committee (IMC) that oversees the work of the Executive and reports to the COT
- Policy making bodies:
 - The International Education Standards Committee
 - The International Membership Standards Committee

- Regional and Global Forums which exist in varying stages of maturity:
 - The Women in Logistics and Transport Forum (WiLAT)
 - The CILT Africa Forum (CAfricaF)
 - The CILT Asia Forum (CAAsiaF): in the process of formation
 - The Young Professionals Forum (YPF)
- Forums could be extended to Special Interest Groups: Supply Chain Forum for example.

2.2 CILT needs to make itself more relevant to members - a place where members come for information about the industry and the law, to network with their peers, to learn from their peers, and where appropriate enrol on Institute courses.

2.3 The COT agrees that to deliver the Institute's Vision requires greater collaboration and co-operation, both locally and internationally. This must be based upon mutual trust, and a sharing of the administration of such Forums. The objective is:

- i) To share information and experiences, supported by evidence-based approaches, on ways to increase the Institute's active contribution to the economy in individual countries and regions.
- ii) To share ideas on how to strengthen the role and membership of individual CILT countries.
- iii) Through WiLAT in particular, to strengthen the diversity of the Institute by providing support and mentoring for women as they join the supply chain, logistics and transport industries in increasing numbers.
- iv) To provide a regional avenue through Regional Forums to develop and advocate our interests and recommendations by fostering increased co-operation and dialogue amongst CILT members, global and local businesses, and expanding the role that our core competencies can play in international opportunities and developments.
- v) To promote membership of CILT. All Forum members should be members of CILT in their country, and Forums should encourage the link between their activities and country programmes and strategies, to increase the value of membership as perceived by the members themselves.

The Forums must work closely with the relevant CILT countries. In particular, country-based WiLAT groups/branches and the YPC branches must integrate with their host country, who must offer them a seat on the Country Council.

3. Execution

3.1 The COT has charged the International Management Committee to set up and monitor a series of Forums which will concentrate and provide focus and resources to major areas of mutual interest in the manufacturing, retail, healthcare, logistics and transport industries.

3.2 In general the Forums will:

3.2.1 Achieve their objectives through providing an umbrella for members and their country organisations, either regionally or by special interest.

3.2.2 Establish programmes and communications of relevance to the Forum members. This would include strategic programmes as defined by WiLAT under their 4 strategic thrusts, and similar YP global and regional initiatives.

3.2.3 Organise seminars, workshops, roundtable meetings and outreach programmes on supply chain management, logistics and transport services, education and training services, environmental services, health and safety, and security services.

3.2.4 Encourage participation in international events to promote the profession.

3.2.5 Give guidance for the continuous development of CILT Globally, and ensure that attention is given to attract and develop the next generation of leaders for the supply chain, logistics and transport industry.

3.2.6 Help CILT countries provide guidance to regional and local governments and trade organisations, in order to aid the development and execution of policy in the areas of supply chain, logistics and transport.

3.2.7 Provide for the International Convention a yearly statement of progress against the strategy agreed with the COT/IMC and provide reports to the IMC when called to do so.

3.3 The Forums will receive support on an agreed yearly basis out of central funds. This will be spent on pre-agreed expenses.

3.4 The Forums will neither engage nor express opinions on political, racial or religious issues, and will respect the cultural differences amongst CILT members. Diversity and equality are fundamental objectives of CILT.

3.5 The Forums will actively encourage ethical and transparent processes in their dealings at all levels: externally with government, local government, all non-governmental organisations and industry organisations, and internally within CILT country organisations.

4. Governance

4.1 The Forums will have a Forum Committee who will nominate a Convenor or Chairperson. Nominations will be made to the IMC, who will pass a final recommendation to the COT. The Convenor or Chairperson of the Forum will be appointed by the Council of Trustees. The Convenor or Chairperson will report to the IMC and be a member of the IMC.

4.2 A Forum can organise Chapters in a Country, and the Chapter Committee will have a Chairperson who will sit on the CILT Country Council. This is to ensure that all Country Forum Chapters integrate into that country. The Chairperson of a Forum Chapter will be nominated by the Country Council members in consultation with the Forum Chapter Committee and the nomination will be agreed by the Forum Chairperson.

4.3 The term of the Convenor or Chairperson will be 3 years. With the agreement of the Forum Committee and the CILT Council of Trustees this can be extended for a further term of 3 years.

4.4 Forums have no legal status at a global or regional level, although individual country organisations may need such a status for government regulatory purposes. There is no intention of creating legal relations between CILT and the members of a Forum, or amongst the members of the Forum themselves. The obligations of the members to CILT are not modified by participation in a Forum. 4.5 Should any Forum wish to collect monies from corporate (or individual) sponsorship, CILT countries or CILT members at a global or regional level 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 that Forum.
- (c) Proper accounts of the collection and use of the money must be kept by the CILT Treasurer or appointed person of the Forum, and presented to Forum members and the CILT Audit committee on an annual basis. Bank Balances must be declared quarterly to the IMC.
- (d) Should the money on account exceed 18 months' budgeted expenditure at any time then the excess money may 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.

4.6 For avoidance of doubt, the trustees of CILT acting in their absolute discretion may:

- (a) terminate a Forum at any time if the activities of the Forum are being, or are likely to be, conducted in any way contrary to the principles set out in the Charter and the Bye-laws
- (b) remove (and replace) the Convenor or Chairperson of a Forum by notice in writing.

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Approved by the Council of Trustees