The Chartered Institute of Logistics and Transport

Draft Minutes
International Management Committee
Wednesday 27 November; 11:00 GMT
Teleconference / Network Rail, London

Present

Present:	Name	Position	Initials
In person:	Sir Peter Hendy	International President	PH
	Alan Jones	Trustee, IVP	AJ
	Keith Newton	International Secretary General	KN
	Stephen Rinsler	Hon Secretary	SR
	Finbarr Cleary	IVP	FC
By Phone:	Dato Radzak Malek	IMC Chair, President Elect	RM
	Romesh David	IVP	RD
	Tom Maville	IVP	TML
	Sunny Ho	IVP	SH
	Fiona Knight	IVP	FK
	Dr Dorothy Chan	WiLAT Global Convenor	DC
	Vicky Koo	WiLAT Deputy Convenor	VK
	Elliot Price	YP Global Convenor	EP
	Harriet Leung	Manager CILT Hong Kong	HL
Apologies	Rupert Nichols, David Pugh, Francis Ehiguese, Jan Steenberg, Dr Newton Demba, Kevin Richardson, Andrew Weatherill, Abi Sofian, Jon Harris, Ceri Williams		

No.	Item	Action
1.0	**Welcome** RM welcomed members to the meeting. RM particularly welcomed FK & TM to their first IMC as newly appointed IVP's.	
2.0	**Minutes of Meeting on 4 September 2019** The Minutes were passed as an accurate representation of the meeting and were approved for posting on the website	
2.1	Matters arising – there were no matters arising	
3.0	**CILT Join up at UK & International Levels** PH updated the meeting on progress on actions since the September meeting. He stated that extra resource was being considered to help the pace of the project with an option on Cranfield resource being considered. AJ informed the meeting that a review was taking place on Friday 29th with KN / KR & Paul Sainthouse (PS). PH informed the meeting that a regular review chaired by himself and PS was in the diaries and would extend in 2020. FK requested an update via email on a regular basis. PH agreed and requested a communication to countries & IVPs every 2 months starting in mid December. KN & KR to lead production of this. RM suggested using events such as the Africa Forum to communicate and have an open forum & would lead that in 2020. AJ spoke of the need to bring every country with us and to stay consistent with the declared CILT objectives. FC expressed	

concern about losing the International identity by that being subsumed under CILT UK.
DC said it was the understanding in HK and Macao that the Delegation Agreements and status of countries was unchanged.
DC agreed a December communication would be helpful and that should include the key subjects of Governance / M& A amendments; internal operations & how functions like finance will operate; external communications and our control of branding & products.
PH gave the reassurance that we are on track, we will keep all informed and that progress and detailed work will take time.
KN to speak to KR and draft up the communication for review by PH & PS.
FK stated she would then take that to the NZ council.

4.0 **IVP Reports and Forum Reports**

5.1 **Next Generation / YP Forum Update**

EP advised that a small working group was working on a Plan on a Page / Value Creation to bring pack at the February meeting.
FK to link with EP to understand status.
KN advised that one application has been received for the NG Global Convenor role with a closing date of Friday 13th December.

IVP Reports

Australasia (FK)

5.2 FK updated the meeting on the 2020 Perth Convention. The
5.3 Visa process had been communicated and details were on the
5.4 live website. Links have been sent to all countries. KN to ensure the African countries are aware and progress as soon as possible. EP stated that the process could take up to 6 months in some cases. CILT NZ were creating a follow on programme to encourage delegates to go onto NZ after the Perth convention.

South Asia (RD)

RD highlighted the recent CILT India conference where they had stepped up to the mark and created an event attended by many including International delegates. RD spoke of the centenary events created by CILT Sri Lanka & the focus continuing on growing membership. A new Central Region area was being created. FK wanted to encourage the CILT Sri Lanka participation with Fiji and RD supported that & will link FK to Gayani as CILT SL President.

East Asia (SH)

SH updated the meeting on major events for the centenary including the dinner on November 3rd & the recent International Symposium on Congestion Charging. The HK recent political difficulties had resulted in some events being cancelled. In January, there would be the annual Awards event. CILT Taiwan had organised recently a study tour to Tokyo. CILT Macao were organising a December seminar & had had 100 attendees at a recent Logistics & Transport event. CILT China has held the October International conference and a further conference in Xuzhou in November, which had been attended by a few International delegates.

Americas (TM)

TM introduced himself to the meeting. He reported that CILT NA had had a very successful centenary dinner with 135 delegates. The new CILT NA board of directors convened on November 4th with Emile de Souza as the new Chairperson, who would be introduced to all in due course. Membership levels were now back at pre-2016 levels of over 220. A local 3-day programme of training had been developed & a conference focusing on Trade planned. CILT NA would be shortly submitting their 4th annual business plan to International. FK requested a chat with TM on student memberships and approach in CILT NA.

South East Asia (RM)

RM reported on the CILT Singapore held regional conference on School Transport Safety in October that had brought in 100 regional delegates. He also reported on the successful Malaysia Convocation in November.

Europe & Middle East (FC & AJ)

FC reported on the CILT Ireland Dinner held to celebrate the centenary. This had been very successful & was the first one for a few years.

WiLAT Report

VK highlighted a few areas in the WiLAT report with CILTs in South Africa & Pakistan needing support to encourage them to appoint the WiLAT leads to the respective Councils. CILT Pakistan had held a conference focused on Women in September with Zawiah as regional WiLAT representative attending. FK noted that CILT Philippines was being started & VK would ask Zawiah to link in as the regional representative for SE Asia.

International Business Forum

FC updated the meeting of plans to hold a pilot forum at the Africa Forum in March in Ghana.

5.0 **Conferences and Conventions**

China Conference

KN reported on the successful event held in Shijiazhuang with over 60 International attendees. VK reported that the 2020 event was now being planned for 6-8 September.

Centenary Day events

PH & SR put on record the thanks for Ceri and the team who organised the Savoy event.

Convention 2020

FK repeated the advice to all delegates to start their visa process early.

Africa Forum 2020

KN reported that plans were well ahead and the booking process open.

6.0 **Year End Accounts & 2019-20 Management Accounts**

KN reported the £45k surplus subject to the audit process beginning this week. The October education income continued the positive trend into the first month of the financial year.

8.0 **Any Other Business**.

SR spoke of the fantastic use of WhatsApp as a medium and the opportunities across other social media channels. SR stressed the need to follow the brand guidelines in all aspects. KN

reminded members of the DMS access to all guideline and template documents.
SR told the meeting that this was his last IMC & he had enjoyed the many years of working on CILT business. He left with sadness & emotion & encouraged the Committee to continue to coordinate, collaborate & push the Institute hard. CILT needed people of high skills & good industry knowledge & contacts. SR said he would watch from the sidelines.
PH, RM & DC led the thanks to SR for his huge contribution over the years.
IESC – FC made the plea to look at all countries products educationally as currently the focus was narrow. KN would take to the IESC as to how to create the invitation further to promote education products & said that this was on the IESC agenda with discussions on how to reopen the International database.
RM closed the meeting saying that this was his last meeting as chair before taking on the Presidency in January. AJ expressed thanks for Radzak's leadership over the two years.

9.0 **Next Meeting:**

Thursday 13th February 2020 at 1100hrs to 1300hrs GMT