Item	Our intention	Please comment on what you have done or intend to do
Marketing response document	Branches to consider their communications and activities and agree a local Covid-19 response plan	A local response plan is currently underway taking into consideration new realities and developments
President's Requests for research	Branches to conduct local research and respond on key questions, involving branch members and local business contacts as well as branch council members and key contacts.	CILT Egypt responded to the first research question. We are also engaged with key stakeholders on the current research question "Global Shipping and the Supply Chain – the Short and Long Term Response" with a view for submitting feedback in due course.
Best Practice Bulletins	Branches to share bulletins with all members and business contacts by direct mail or email and also to share on branch website and social media platforms. Branches to use the content to generate local discussions and activities based around local best practice	Bulletins are regularly shared with members and stakeholders through email. Bulletins are also shared on branch website and social media platforms. The content of the bulletins and CILT webinars will be featured on locally organised webinars and other activities as a means of guiding local discussions around key challenges and opportunities.
Webinars	The first international webinar is for branch contacts only and we hope that branches will use this as a basis for generating local conversations afterwards. The recording of the webinar will be published next week and can be shared on branch websites and social media platforms.	CILT Egypt widely shared the recording of the first webinar with members and stakeholders. Webinars recordings will be systematically shared with members and stakeholders through emails and social media platforms,
Presidential message	Branches to share on branch website and social media platforms. Consider sharing directly with members.	Presidential messages will be systematically shared with members and stakeholders

	Branches to consider their own local messages to members	
Member letter	Branches to share directly with all members using direct mail or email. May also be shared on websites and using social media. Branches to consider local communications to support and engage members	Member letters will be systematically shared with members and stakeholders. The local response plan currently under preparation will include the elaboration of regular letters to members providing updates and updates information.
Social Media Activity	Branches asked to connect with international platforms and encourage members to connect with both local and international accounts Branches asked to share international content and posts	International posts and content are regularly shared with members and stakeholders in Egypt.
In our marketing response we document we suggested various initiatives for branches to consider. Please indicate which of these you are including in your plans and provide some detail around your activities	Sharing local best practice guidance Sharing industry good news stories Sharing podcasts / articles / papers for members to engage with Direct communications to keep members engaged, informed, and supported Engaging with and supporting local corporate members and local businesses Co-ordinating local industry response Online activities and gatherings: - Webinars - Discussion groups - Interactive activities - Quizzes - Panel Discussions	Planned Executed Executed Executed Planned Planned Planned (a first webinar is scheduled for Tuesday May 19th

	- Online lectures - Social events	
Please provide details of any other activities you are undertaking		