



IMC

Meeting Minutes

Wednesday 18 September 2013; 11:00 – 13:00GMT

R128, GS1, London

Present:	Name	Initials	Position
	Paul Brooks	PB	Chairman
	Dorothy Chan	DC	President
	Rupert Nichols	RN	Honorary Solicitor
	Stephen Rinsler	SR	Honorary Secretary
	Graham Harrison	GKH	Honorary Treasurer
	Jan Steenberg	JS	Trustee & IVP
	Kevin Byrne	KB	IVP
Present by phone:	Radzak Malek	RM	IVP
	Saliya Senanayake	SS	IVP
	Robin Dunlop	RD	IVP
	Stephen Chan	SC	YP Convenor
In attendance:	Keith Newton	KN	Secretary General
	Jon Harris (part)	JH	Professional Development
	Ceri Williams	CW	Administration Co-ordinator
In attendance by phone:	Harriet Leung	HL	Manager CILT in Hong Kong
	Azlan Jalil	AJ	SG of CILT in Malaysia
	Salwa Abu Bakar	SAB	Administration in Malaysia
Apologies:	David Collenette, Steve Agg, Aisha Ali Ibrahim, Emurwon Olupot, Becky Loo, Andrew Stewart, Richard Ebbage		

	Item	Action
1.0	Welcome	
	Paul Brooks welcomed members to the meeting	
1.1	It was announced that Saliya Senanayake and Kevin Byrne have been supported by their International Councils in their appointment for one more year as International Vice Presidents	
2.0	Minutes of Meeting on Sunday 2 June 2013	
	The minutes were passed as an accurate record of the meeting	
2.1	There were no matters arising not already on the agenda	
3.0	Review of 2 Year Plan Progress	

3.1	KN reported significant progress against YP and WilAT	
3.2	The main area lacking in progress to date is systems, partly due to stabilisation issues with the new UK system and partly for reasons of resource and priority	KN
3.3	The tracking document is to be colour coded for easy reference	
4.0	Conventions and Meetings	
4.1	Provisional dates for COT/IMC Meetings in 2014 will be re-issued	KN
4.2	Meeting approved posting of IMC minutes on the International website for public viewing	
4.2.1	Only approved minutes to be posted and IMC to retract any confidential items prior to approval	IMC
4.3	Malaysia 2014	
	KN reported the commencement of monthly planning meetings for convention with Aisha Ali Ibrahim, Stephen Chan and the Malaysian team.	
4.3.1	Radzak Malek and Azlan Jalil reported on proposed dates of Sunday 1 June 2014 – Friday 6 June 2014, broadly following the format from Colombo.	
4.3.2	An outline plan is to be circulated to IMC	RM
4.3.3	A WilAT / YP proposal for separate conference days is under discussion	
4.3.4	Malaysia are examining the possibility of including family activities but the focus of institute activities is to be concentrated on the core days	
4.3.5	Malaysian Council are to visit the conference venue this week and report back	RM
4.3.6	PB reinforced that convention should focus on the core areas of Governance, Capability and Growth	
4.3.7	KN to facilitate communication between the convention committee and the IMC	KN
4.3.8	Website to be online and open for bookings before the end of 2013	RM
4.3.9	RM announced plans to try and make convention 2014 an e-conference	
4.4	Convention 2015	
	No committed venue to date	
4.4.1	Initial talks have been held with CILT India but organisational and financial commitments need to be discussed	
4.4.2	Links to a wider conference (encompassing the entire spectrum of supply chain logistics and transport) are being explored	
4.4.3	Members to pass input/ suggestions to KN	ALL
4.4.4	JS to pass details for organisers of the annual European Supply Chain Conference in Berlin to Keith	JS
4.4.5	KN to provide detailed update and live plan, including a fall back position, to next IMC	KN
5.0	Committee Reports	
5.1	IAC	
	GKH reported that income is forecasted to be in line with budget for the coming year but that expenditure will show an overspend, possibly in the region of £30,000 – £40,000.	
5.1.1	IAC are considering how to manage this overspend in the 12 month management accounts and in the end of year financials	IAC
5.1.2	GKH is investigating the posting of financial reports for IMC members on the International website	GKH
5.1.3	GKH reported that the IAC had been unaware of the levels of expenditure in VAT and business development investment when preparing the budget.	
5.1.4	PB reported that whilst the cost was not budgeted, the marketing spend on the new branding had been agreed through himself and the IMC and was therefore	

	not a surprise	
5.1.5	GKH expects the position to be clearer in the accounts at the end of October	
5.1.6	KN outlined the agreed new processes were in place for managing the accounts, including forecasting against both expenditure and income.	
5.2	IESC	
	Kevin Byrne presented the IESC Report and outlined that whilst some of the timelines had slipped, the projects were ambitious and activity was still moving in the right direction. Priorities have been identified in the Update and Priorities Report. Jon Harris will now be focussing on key specified areas	
5.2.1	KB reported good buy in to the committee from other parts of the world	
5.2.2	The meeting agreed to a notional write off of alleged but uninvoiced outstanding fees	
5.2.3	IESC to reinforce connection with Transaid on technical e forums for road safety in Africa (item 8 IESC Minutes 4 September 2013)	IESC
5.2.4	The meeting thanked the IESC for their work	
5.3	IMSC	
	Harriet Leung reported that the IMSC had not met since convention	
5.3.1	Becky Loo has raised the issue of unifying the criteria governing the relationship between qualification and experience and the effect any amendment may have on the byelaws	
5.3.2	IMSC to discuss and formulate a proposal for IMC	IMSC
5.3.3	DC/RN to consider the byelaws and input into IMSC	DC/RN
5.4	GMDT/MIG – Global Launch	
	PB reported on the launch of the Global Brand Identity in Dublin on Monday 16 September 2013 and congratulated the CILT team in Ireland on a fantastic event	
5.4.1	KN confirmed that the new infographic video was available on the website for downloading.	
5.4.2	PB stated that all TO/IBs should be displaying both the new logo and the video as a minimum	TO/IBs
5.4.3	All TO/IBs are to provide the date and details of their local launch events and the secretariat are to follow up on countries who have not responded	TO/IBs
	The identity launch provides a good opportunity for TO/IBs to publicise the CILT offering and to encourage growth by raising the profile of the Institute.	
5.4.4	PB emphasized the importance of consistent messaging and adherence to the brand guidelines	TO/IBs
5.4.5	GMDT will watch and carefully monitor the local launches and the implementation of the new identity across the world	GMDT
5.4.6	PB asked IVPs to assist with encouraging and reporting on local launch events in their areas	IVPs
5.4.7	KN recommended the sharing and circulation of ideas and resources	
5.4.8	PB confirmed that the correct local wording is now CILT in/of country i.e. CILT in Bangladesh or CILT of Malaysia. CILT International should be referred to as CILT. PB will issue prompts as necessary	ALL
5.4.9	The next task for the GMDT is to establish a web presence in target countries we are not currently represented in.	PB GMDT
5.4.10	DC announced that Hong Kong would be launching on 29 May 2014 and invited members to stop off in Hong Kong en route to Malaysia	
5.4.11	The meeting thanked the marketing committee and Paul for their hard work and congratulated them on a successful launch	

6.0	Territorial Organisations and International Branches	
6.1	SG Update	
6.1.1	KN reported that Dr Olupot is setting up a regional office supported financially by the African countries. Keith is observing an energy in both education and activities in Africa	
6.1.2	Ethiopia is still in the process of registration	
6.1.3	Robin Dunlop reported that New Zealand will launch the new logo on 17 October at the Awards Dinner with Australia launching on 26 October at their AGM and Annual Awards Event	
6.1.4	KN/RD to discuss Andrew Stewart's East Asia proposal	KN/RN
6.1.5	Saliya Senanayake will be attending conference in Pakistan on 28 October on Dorothy's behalf and will also meet with CILT Pakistan	
6.1.6	KN reported that Bangladesh is now linked with the Knowledge Centre. When Bangladesh put forward a developed plan IMC will be able to support them	
6.1.7	Radzak Malek reported that Malaysia will launch the new logo at convocation in November	
6.1.8	Saliya has also been invited by CILT Pakistan to attend a conference in October	
6.2	N America Growth Plans	
	DC reported on her visit with PB to North America	
6.2.1	Networking is particularly important in North America because of the size of the territory	
6.2.2	Discussions were held regarding a merger with a similar organisation which could be a positive step. PB reported that this is in response to the target of growing from 175 to 1000 members by end of 2014.	
6.2.3	North America are considering whether there is a different model for the USA and are to respond with detailed plans for the next IMC	North America
6.3	India Growth Plans	
	KN reported on plan for India to generate engagement with the Institute and the wider corporate world.	
6.3.1	PB and KN visited the UK and India Business Council who are opening the first of five offices in Gurgaon in New Delhi. KN is meeting Dr Goel in October to discuss the proposal to have a CILT person in that office. Plans and costings will then be developed with implementation planned from 1 January 2014. This would then be used as a bridgehead to generate interest and activity in India and to assist with links into training opportunities	
6.3.2	PB reminded members that these evolving plans, are to be held in confidence	ALL
6.4	Brasil Growth Plans	
	KN reported that there are no coherent plans to date for Brasil	
6.4.1	PB stated that the action is to establish a market entry plan for Brasil which can be pursued when the opportunity arises	KN
6.4.2	PB suggested that for presence, visibility and sustainability, the minimum criteria for establishing a branch in a major country should be a couple of corporates, a university and a training provider, co-ordinated by an approved body	
6.4.3	PB to liaise with RN to link with Toby Grey for introductions at TNT and with Graham Inglis at DHL	PB/RN
6.5	Macau Update	
	DC reported that a group of members from Singapore, working in Macau, were interested in setting up a branch in Macau where government is faced with a demanding situation with regard to transport planning.	

6.5.1	The group have submitted an application for registration to the Macau government	
6.5.2	KN to update IMC later in the year	KN
7.0	Key Developing Groups	
7.1	WiLAT	
	DC reported that Aisha Ali Ibrahim (with SS as advisor) has set up regional co-ordinators and a communication platform	
7.1.1	The group are considering merchandise	
7.1.2	AA's report is circulated with these minutes	
7.1.3	SS reported good enthusiasm and emphasized that the group is running within CILT and not independently.	
7.1.4	SS recommended using WiLAT and YPs to stimulate interest in India	
7.2	YPs	
	Stephen Chan reported that the last teleconference was held on 2 September when they discussed output from convention 2013, proposals for convention 2014 and the launch of the new logo	
7.2.1	YPs have registered and set up as CILTYP for Facebook and Twitter. Twitter account has connected to some of the other CILT accounts i.e. UK, India, Hong Kong	
7.2.2	SC has liaised with North America for a contact for Toronto and is continuing to look for YP contacts in Africa and Europe.	
7.2.3	Dr Olupot is to respond with an African contact	EO
7.2.4	PB thanked SC for his work and efforts especially in area of social media	
7.2.5	PB suggested that IVPs be asked to report on how the local councils are supporting the YP agenda.	
7.2.6	PB suggested that the IMSC might look at a plan of what our profile should become over a 5 year period, setting common standards for analysing our membership over the world. To change the profile of the Institute we need to specifically consider the journey of YPs entrants through our membership over a 10 – 15 year period to the midpoint of their career.	IMSC
7.3	Aspire	
	SR reported on Eugene Madejski's donation following his presentation at Convention	
7.3.1	LS to ensure Gift Aid declaration in UK signed	LS
7.3.2	SR examining whether monies can be generated from endowment funds	
7.3.3	SR to circulate the UK model for encouraging corporates to donate money / qualifications	SR
7.4	Alumni	
	KN confirmed that an alumnus has been defined as someone who has held office or been an award winner but who is not currently in office	
7.4.1	KN to circulate the alumni presentation from convention	KN
7.4.2	A small executive committee was formed from the UK alumni with Joe Walsh from Ireland. This group is to extend to a wider steering group by inviting people proposed by countries to join. That group will drive a programme of activities with a launch this year. To date, nominations have only been received from Ireland	
7.4.3	IVPs to assist with encouraging countries to respond with nominations for steering group members as well as wider group members	IVPs
7.4.4	KN confirmed that the definitive list should also include deceased members	

8.0	Any Other Business	
8.1	KN asked IMC members to confirm whether they were intending to travel to New Delhi for the November IMC	
8.2	PB thanked members for participating and closed the meeting at 13:45	