



**Chartered Institute of Logistics & Transport  
Malta**

# **CILT Malta Programme 2008 -2010**

## **Discussion Paper**

### **August 2008**



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### Discussion Paper

#### Introduction

- 1.1. This paper proposes six initiatives to be undertaken by CILT Malta between 2008 and 2010. They reflect the points raised during the 2007/08 Annual General Meeting. They attempt to chart the way forward to 2010, when CILT Malta will host the 2010 International Council Meeting.
- 1.2. This document proposes the following measures:
  - a. Increasing membership in CILT Malta;
  - b. Developing Education and Training in transport and logistics;
  - c. Developing Continuing Professional Development;
  - d. Raising CILT Malta's profile in Malta;
  - e. Strengthening the administration and governance of CILT Malta;
  - f. Strengthening CILT Malta's relationship with CILT International and sections.
- 1.3. This programme will remain a plan if CILT Malta's members do not participate in its final drafting and implementation. Therefore, CILT Malta members are urged to comment on this draft programme and contribute to its fulfillment. A meeting for members will be convened in order to discuss this programme

#### Increasing Membership

- 1.4. CILT Malta is at a crossroad. Since being reactivated as an independent section in 2000, membership in CILT Malta only increased with the inflow of student members. Given the number of companies operating in the transport and logistics sector, the number can be increased.
- 1.5. It is proposed that CILT Malta aims at increasing membership through:
  - a. The education route;
  - b. The Experience route;
  - c. Corporate membership.
- 1.6. With regards to the education route, since 2001, 38 persons joined CILT Malta as student members. Of these, 23 became members on completing their studies. Four are waiting for their certification and six will this year sit for their second year's examinations.
- 1.7. So whilst the education programmes did result in an increase in membership, more needs to be done.
- 1.8. Admittedly, whilst the cost and duration of the Diploma in Transport Studies, may act as a deterrent to some companies, it is noted that sixteen



public or private entities nominated employees to read for the Diploma in Transport Studies.

- 1.9. Whilst, CILT Malta will continue with the Diploma programme, it is proposed that CILT Malta runs the Certificate programme as a means of encouraging more persons join the Institute. Details on the Certificate programme, are provided in the section on education and training.
- 1.10. *It is proposed to have an education sub-group comprising three members to monitor the education programme, in line with the standards set by CILT International and local educational institutes.*
- 1.11. *It is proposed to run the first Certificate programme by the first quarter of 2009.*
- 1.12. In addition to the above, CILT Malta should encourage senior managers, managers and professionals working in the transport and logistics sector, to join the local Institute. CILT International, in its bye-laws specifies that persons occupying senior managers and professionals working in the sector for more than three years can apply for Membership (MILT). The same persons can apply for Chartered Membership (CMILT), if they have at least four years senior management experience. CILT Malta members are encouraged to invite colleagues with the requisite experience to join the Institute.
- 1.13. CILT Malta will benefit from the experience and contribution of new members. It is only through increasing its membership that CILT Malta can raise its profile and contribution, locally and overseas and thus ensure its continuity.
- 1.14. Means such as members' events, eirculars, website, media and members' personal contacts should be used to introduce CILT Malta to new members.
- 1.15. *It is proposed that CILT Malta delegates two members, whose role it will be to seek new members.*
- 1.16. At the same time, CILT Malta should also address the non-payment of fees. As a non-profit entity, CILT Malta survives on membership contributions and sponsorships. These funds are ploughed back into membership activities. For example, most of the conferences and seminars organized by CILT Malta were free of charge. The recommendations included in this document may result in an increase in costs. Therefore, the timely payment of membership dues is an essential obligation.
- 1.17. *It is proposed that by October 2008, all active members would have settled their membership dues.*
- 1.18. *At the same time, it is proposed that CILT Malta should aim to reach 120 members by 2008 and 150 members by December 2009.*
- 1.19. Corporate membership is a means of introducing new members to CILT Malta.
- 1.20. Between 2008 and 2010, CILT Malta should seek to increase the number of Corporate Members.
- 1.21. The conditions for Corporate Membership are the following:



- a. An annual fee of Euro 349.40 (LM 150) which will cover all local and international certification costs.
  - b. Three employees, eligible for membership or who are already members will be exempted from paying their annual membership fees.
  - c. One employee, per year to benefit from a 50% discount on the participation fee of the Certificate programme (normal cost Euro 349.40 (LM 150)). In other words, Corporate Members can nominate an employee to participate on the Certificate programme for Euro 174.70 (LM 75). This charge is to cover international certification and moderation costs.
  - d. To introduce within one year of becoming Corporate Members, a Continuing Professional Development plan, to be monitored at no charge by CILT Malta.
  - e. In addition to the above, as Corporate Members they will benefit from all services available to members, namely:
    - i. Membership in a Chartered Institute, CILT International;
    - ii. Three events per annum
    - iii. Monthly e-circular with information on CILT Malta, local and international statistics and news;
    - iv. CILT World, the Institute's magazine and publications released by other sections;
    - v. Networking services;
    - vi. Use and access of website: [www.ciltmalta.org](http://www.ciltmalta.org); and
    - vii. Participation on position papers on the transport and logistics sector in Malta.
- 1.22. *It is proposed, that CILT Malta, seeks fifteen Corporate Members by December 2008 and a further fifteen by December 2009.*
- 1.23. The founding members of the Foundation of Transport Studies, will be invited to join CILT Malta as Corporate Members. They will be exempted from the annual fee, in light of their contribution to CILT Malta's education programmes to date.

### **Developing Education and Training in Transport and Logistics**

- 1.24. Since 2001, the Diploma in Transport Studies has provided an internationally recognized programme in logistics and transport to local participants. This can be gauged from the fact that students who completed this programme could proceed to a Masters programme offered by Aston University and as from this year from Glamorgan. Moreover, the units and syllabus of the Diploma in Transport Studies was used as the basis for the International Ordinary Diploma programme.
- 1.25. As stated above, by 2009, 38 students would have completed the three year programme.
- 1.26. The three year Diploma programme comprises of the following modules:
  - a. Managing Transport Organisations (compulsory);
  - b. Transport Economics and Finance (compulsory);



- c. Human Resources Management (compulsory);
  - d. Movement of Goods(compulsory);
  - e. Movement of People(compulsory);
  - f. Project;
  - g. Transport and Society (elective);
  - h. Transport and Tourism (elective);
  - i. Business Strategy and Policy (compulsory);
  - j. Transport Planning (compulsory); and
  - k. Transport Policy (compulsory).
- 1.27. On completion of modules (a) to (f) above, students are awarded the Ordinary Diploma. For their Advanced Diploma, students need to complete one of the elective modules (g) to (h) and modules (i) to (k).
- 1.28. CILT Malta may take over the running of the Diploma in Transport Studies programme and offer it as part of a suite of training and education services and programmes. Thus during this period, CILT Malta will consider the cost and management implications of running these programmes. It will certainly consume more of the CILT Malta Committee members' time and therefore needs to be carefully assessed. This in light of the Bye-laws' provision that Committee members cannot receive a remuneration for their services.
- 1.29. However, CILT Malta needs to encourage more companies nominate their employees follow internationally recognized educational programmes and locally designed courses that meet the need of such organizations.
- 1.30. The services of the Department of Examinations and the external examiner will be retained given the good service provided to date.
- 1.31. *Thus, by the first quarter of 2009, CILT Malta will introduce the CILT International Certificate programme.*
- 1.32. The CILT International Certificate programme comprises the following modules:
- a. Managing the Logistics and Transport Environment (compulsory)
  - b. Managing Resources (compulsory); and
  - c. Customer Service and Quality Management in Transport Operations (compulsory)
  - d. Warehousing and Stores Operations (elective);
  - e. Freight Operations (elective);
  - f. Fleet Management (elective);
  - g. Passenger Transport (elective); and
  - h. Port Operations (elective to be introduced by December 2009).
- 1.33. In order to receive their certificate, students have to study the three core modules and one of the optional modules.
- 1.34. Students will be examined by a written exam at the end of each module. The pass mark is 50% per module. Papers will be moderated by an external examiner appointed by CILT International.
- 1.35. Students and tutors will be provided with course material prepared by CILT International. Tutors are expected to complement their notes with documents related to the local and regional transport and logistics sector.



- 1.36. Subject to requirements, tutors have to be members of CILT Malta.
- 1.37. The Certificate programme is ideal for persons who wish to embark on a career in the transport and logistics sector or for persons occupying a middle management position.
- 1.38. *It is proposed that CILT Malta nominates three members who will be responsible for monitoring the programme and prepare the examination papers and submit for the approval of the external moderator and examiner. The same members will be responsible for monitoring the Diploma programme.*
- 1.39. The new graduate scheme announced this year by the Government of Malta provides a new opportunity to persons wishing to further their studies in transport and logistics. To exploit this opportunity, CILT Malta will contact universities overseas that qualify in terms of the scheme, and provide information to its members on courses organized by these institutes. The first session will be held by October 2008.
- 1.40. In addition to the Certificate and Diploma programme, CILT Malta intends to run a number of short courses aimed at improving the knowledge of its members, their colleagues and employees. It is hoped that the short courses will address the lack of short courses of interest to employees working in the transport and logistics sector.
- 1.41. It is not excluded that CILT Malta runs these short courses in partnership with other entities.
- 1.42. Between 2008 and 2010, CILT Malta aims to run the following short courses:
- a. *General Introduction on Freight Forwarding;*
  - b. *Key Terms and Documentation used in the shipping and forwarding business;*
  - c. *Introduction to Insurance for the shipping and transport employee;*
  - d. *Security, Health & Safety Course*
  - e. *Efficient Passenger Handling*
- 1.43. It is intended that these programme average 15 hours in duration. They also qualify for the Continuing Professional Development programme, CILT Malta plans to introduce.
- 1.44. CILT Malta will also consider running other programmes including the Certificate in Professional Competency coordinated by the Malta Transport Authority.

### Introducing Continuing Professional Developing Programmes

- 1.45. An organization is as good as its members. As a professional organization, CILT International expects its members to acts as guarantors of their membership status. This is the essence of its insistence that its affiliate organisations embark on a programme of continuous professional development.
- 1.46. Other Chartered Institutes in Malta have embarked on CPD programmes for their members and CILT Malta should follow their lead.
- 1.47. CILT Malta announced its intention to commence with CPD programmes during its 2006/7 Annual General Meeting. This was reaffirmed in the last



Annual General Meeting. This document now lists the proposals for the implementation of CPD for CILT Malta members.

- 1.48. Ensuring that members follow CPD will demand a lot in terms of administration and therefore the support of CILT Malta members is solicited.
- 1.49. For the period covered by this document, it is proposed that CILT Malta members attend a minimum of 15 Hours of events qualifying for CPD. These events include:
  - a. CILT Malta conferences;
  - b. CILT Malta events, visits and meetings;
  - c. FTS conferences;
  - d. Attend conferences and seminars overseas; and
  - e. Attend training programmes recognized by CILT Malta as qualifying for CPD. These include in-house short courses.
  - f. Contribute articles and papers; and
  - g. Lecture on CILT Malta programmes.
- 1.50. CILT Malta undertakes to organize three events each year, for a total of 20 hours. These will include the following:
  - a. Annual General Meeting. It is proposed that this is set for December of each year;
  - b. Annual Conference held in October each year;
  - c. Business Breakfast to be held in summer each year;
  - d. Assist FTS in organizing its annual seminar;
  - e. A minimum of one Company Visit each year and
  - f. One social event each year in December.
- 1.51. At the beginning of each year, members will download from the CILT Malta website (site under construction), the CPD form. The form will also be sent to members via the e-circular. CILT Malta will also introduce an electronic record to facilitate the administrative process.
- 1.52. After each event, the CILT Malta Committee member responsible for Education and CPD will keep a record for each member. Members are obliged to inform this officer of their participation in events not organized by CILT Malta.
- 1.53. *It is proposed that CILT Malta commences its CPD programme in January 2009. However, members who participated in its 2008 events (the AGM 2007/2008 and the Annual Conference) and in the other events for 2008, have the hours credited for 2009.*
- 1.54. *The CPD assessment form will be sent to CILT Malta members by December 2008.*
- 1.55. *The Office responsible for Education and CPD will be responsible for the management of this programme and will update the CILT Malta Committee at each Committee Meeting and will inform members at the Annual General Meeting.*

### Raising CILT Malta's Profile

- 1.56. CILT Malta has been operating as an independent section since 2000. During these eight years, locally it was focused inwardly, i.e. on its training



programmes. Few entities, particularly those not traditionally linked with the old CIT members in Malta are aware of CILT Malta. Each year, whenever a conference is organized, there is a renewed interest. However, CILT Malta was slow to capitalize on this interest. Calls by other organisations involved in the sector to co-operate with CILT Malta were not followed up and interesting opportunities missed.

- 1.57. The Annual Conference attracts an average of 70 participants with a similar number attending the annual FTS seminar. The events are usually covered by the local media. Similarly when CILT Malta published its position paper on the traffic management scheme, the document was printed in the local media. This shows that there is an interest in events organized by CILT Malta.
- 1.58. Ironically, CILT Malta is better known and represented overseas than in Malta.
- 1.59. Therefore during the last quarter of 2008, CILT Malta will work to address this issue. It is recognized that more of our Committee members' time will be demanded and it is why, the following section will recommend improvements in the governance and administrative set-up. The support of members is not to be underestimated.
- 1.60. The measures recommended hereunder were already discussed during the last Annual General Meeting and the ensuing Committee Meetings. Others are new and are being proposed for discussion.
- 1.61. These measures will be organized in addition to the events mentioned in the previous section.
- 1.62. *Between 2008 and 2010, CILT Malta will aim at publishing two policy papers a year. The aim of these policy papers will be to comment on the local transport and logistics sector. These will follow either the publication of Policy Documents and/or Green and/or White Papers by Government or events in the local transport and logistics sector. In 2008, CILT Malta will release two papers. The first will be in response to the publication of the Public Transport Policy Paper released in July 2008 and another one calling for the setting up a Commission to promote Malta as a hub for logistics activity.*
- 1.63. *From this year, CILT Malta will publish its views on the Government Budget documents.*
- 1.64. *During the period covered by this document, CILT Malta will seek closer ties with private and public organizations operating in the transport and logistics sector. There is a need that such organizations work together to improve the sector as a whole.*
- 1.65. *Since its formation, CILT Malta had good ties with the Ministry responsible for Transport. This it will continue to strengthen in the years covered by the document*
- 1.66. *Conscious of the need to raise awareness for the sector, CILT Malta will from this year, participate in the Careers Fair organized by the Employment and Training Corporation and other similar events in Malta.*
- 1.67. *When possible we will submit articles for publications in the local media.*



- 1.68. *CILT Malta should also seek closer ties with the University of Malta and MCAST to seek their assistance in promoting professionalism and development in the logistics and transport sector in Malta.*
- 1.69. Hosting the 2010 International Council Meeting in Malta provides the right opportunity for CILT Malta to promote its role and activities in Malta. Thus the need to organize a successful meeting, on the lines of the ones organized to date, is an obligation of all CILT Malta members. It is thus hoped that members will respond to CILT Malta's request for assistance in organizing this important event.

### **Strengthening the Administration and Governance of CILT Malta**

- 1.70. Since 2000, the administration of the Committee was entrusted in a Committee, whose members are elected in each Annual General Meeting.
- 1.71. The CILT Malta bye-laws were last changed in 2006. Whilst there is no need to effect any further changes, there is a need to implement the section related to the administration and governance of the Institute.
- 1.72. It is thus recommended that CILT Malta appoints a CEO who can handle the implementation of the recommendations of this document as well as the day to day management of the Institute.
- 1.73. The Institute is a not-for-profit organization and thus the remuneration available for a CEO, after deducting the annual capitulation fees and the expenses for running the annual events are not enough to attract a full time CEO.
- 1.74. *It is recommended that CILT Malta pays an annual honoraria of Euro 3494 (LM 1500) to its CEO, plus a percentage of income generated from CILT Malta activities, including membership fees.*
- 1.75. The performance of the CEO will be monitored by the Chairperson of CILT Malta and the appointment will be renewed annually.
- 1.76. The CEO will submit a report to the Annual General Meeting for the approval of its members.
- 1.77. The Bye-Laws stipulate the duties and responsibilities of the CEO.
- 1.78. Since 2000, CILT Malta Committee's meetings used to be held at the Malta Maritime Authority. The Institute also has a postal address in Valletta.
- 1.79. It is now required that the Institute seeks a permanent address where it can host its meetings and events.
- 1.80. Since the last Annual General Meeting, CILT Malta received quotations from various entities and is in the process of considering these options.
- 1.81. *By the end of 2008, CILT Malta intends to conclude an agreement for a new location.*



**Strengthening CILT Malta's relationship with CILT International and Sections.**

- 1.82. CILT Malta is proud to have been selected to organize the 2010 International Council meeting.
- 1.83. Since setting up as a separate section in 2000, CILT Malta has been consistent in its support to CILT International.
- 1.84. CILT Malta members were involved in the design of the CILT International Diploma syllabus and training material. They are also involved in the setting up of CILT Egypt and Dubai. In 2008, CILT Malta hosted members of CILT Nigeria who were in Malta to attend the last module of their certificate programme. In addition, CILT Malta participated in workshops in Africa to promote the Certificate programme and past exam papers and training material forwarded to CILT Africa Sections. It is hoped that these events continue in the years to come.
- 1.85. CILT Malta keeps regular contact with the administration of CILT International and other sections around the world.
- 1.86. As Chartered Institute it is important that CILT Malta retains and strengthens these links. CILT Malta is aware that CILT International is considering changes in the composition and grading country sections. CILT Malta is considering these and other proposals that can further strengthen CILT International.
- 1.87. CILT Malta will also contribute whenever invited to articles to the CILT journal and will make available the newsletters published by other country sections.
- 1.88. The 2010 event will enable CILT Malta further strengthen these links. CILT Malta will be represented in the 2009 ICM in Mauritius and will present its programme for the 2010 ICM in Malta. This means that CILT Malta must prepare a draft programme by December 2009 and submit this document to CILT International by January 2010 for finalization prior to the ICM which is normally held in May. A subcommittee has already been appointed to organize the event.

**Conclusion**

- 1.89. This Document recommends a way forward for CILT Malta.
- 1.90. For the past seven years, CILT Malta focused on developing and consolidating its education programmes as well as its links with CILT International. Whilst building on this experience, it is time for CILT Malta to develop and strengthen other activities, in line with standing bye-laws and CILT International's procedures and recommendations.
- 1.91. All indicators point appear to indicate that the next two years, are going to be both challenging and interesting for CILT Malta. The support of its members is crucial in realizing the objectives and targets set out in this document.



- 1.92. Thus, CILT Malta members are invited to express their views on the recommendations set out in this document.
- 1.93. Members have till 30<sup>th</sup> September to submit their views by email to the Hon Secretary.
- 1.94. The views and opinions will be considered by the CILT Malta Committee.
- 1.95. A meeting to discuss the document will be held in October with a view to issue the final and approved version in December 2008.

John Portelli FCILT  
Hon Secretary  
CILT Malta  
July 2008

**Recommendations and comments to be sent by 30<sup>th</sup> September 2008 to [portly@maltanet.net](mailto:portly@maltanet.net)**

