



**The Chartered
Institute of Logistics
and Transport**

**MRG Meeting
Wednesday 5 February 2025, 12.00-15.00
Online
Notes and Actions**

Present:

Members:

Anne Clark (AC)
Margaret Everson (ME)
Simon Gardner (SG)
Andrew Hemmings (AH)
David Kemp (DK) (Vice Chair)
Paul Le Blond (PLB) (Chair)
Sabahat Mazhar (SM)
Paul Salmon (PS)
Nachiappan Subramanian (NS)
Andrew Stout (AS)
Ken Thompson (KT)

CILT (UK) staff:

Paul Adams (PA)
Rionne Bateman (RB)

Apologies:

Paul Reid (PR)
Les Ritchings (LR)

1 Welcome, introduction and apologies

- PLB will begin the process for the Nominations Committee to select six new members by July 2025.

2 Notes of previous meeting 12 December 2024

- Actions not yet completed:
 - AS to ask the Communications Team for guidance on sharing of CILT information on social media
 - PLB to ask all MRG members to complete an audit of their skills, interests and priorities.
- Otherwise all actions completed and the notes were agreed.

3 Feedback from Board meeting 16 January 2025 (see report)

- PLB asked members to pass the message around their contacts about the report of the Board meeting and the MRG's discussion as this was one of the key channels for members to find out about the work of the Board.

- DK noted that the terminology for organisational partnerships was clearer, and PA confirmed that individual members would have the same individual benefits whether or not their employer was a partner, plus possibly some additional benefits via their employer.
- AC asked for a definition of engagement and PA replied that it was when a member reacted to a social media post, opened an email or otherwise responded to a communication. Impact is the number of members attending and event times the CPD allocation.
- KT said that the Scottish Committee had noted the proposal for the annual conference at Silverstone and questioned the venue's accessibility. RB responded by noting that a minibus to a rail station was being investigated.
- ME noted that the use of Eventbrite made booking much easier.
- DK suggested that the status of the Governance Group should be clarified which may need a review of the relevant Bye-Law.
- PLB expressed concern that the Board paid lip service to MRG reports although the role of the MRG may be strengthened through the Governance Review.
- KT reported that the Scottish Committee had noted the similarity between the challenge facing the Knowledge Centre and many university libraries. PA noted that there were options and contemporary material could be digitised for wider use but historic books could be archived.
- AH noted that the Railway Study Forum had not shared the values of CILT. AC suggested that there may be groups which could present an opportunity for CILT and RB noted that calls had gone out for members interested in a group covering diversity issues.

4 Task Teams

- Communities Working Group: AC and LR had attended the most recent meeting on 23 January 2025. PLB reported that the meeting with the five Regional Chairs had not taken place as one of the Board attendees had had to pull out. A new date was being sought. RB reported that feedback on the Volunteers Handbook was being reviewed. RB was expecting to respond to the query about address lists shortly.
- Awards: No report other than to note the date of the 2025 event on 25 September and that nominations are currently being sought.
- Education and Professional Development: NS and KT had continued to liaise with Shaun Fardy and Fiona Palmer, primarily about the introduction of the Brightspace LMS. KT suggested that experience with non-academic organisations may be helpful and noted that the timescale and resources could be a challenge and there is a need for member briefings to ensure acceptance.
- Market Research: (AH and KT). The lack of a SMT contact was a challenge. The discussion widened from just market research to research in general, and it was felt that the Knowledge Centre, if digitised, together with the EBSCO tool, are very valuable resources for use by researchers. PS noted that significant sums of money were being spent on research which could be undertaken in house.
- At this point PA and RB left the meeting.
- Communications: No report.
- Grading structure: No report.
- The discussion then moved on to future priorities, either continuing existing ones or new items.
- Communications: AS indicated that he wished to continue on this Task Team and work towards more member input and interaction. DK noted that the MRG had struggled to meet its objective of two way interaction between the Membership and the Board. KT suggested that the MRG should ask the Board to treat the MRG as a resource or sounding board and get the SMT to ask it questions such as 'What would the membership think of this?' PS noted

that some groups of members may not be having their needs met by CILT and should be able to feed this back.

- Student Members: SM suggested that engagement with university students should be strengthened. PLB said that previous arrangements whereby student membership was included in course fees resulted in minimal conversion to full membership. KT noted that new arrangements were being discussed between CILT and universities and negotiations were leading to agreement. SM agreed to join with KT to take this forward as part of the Education Task Team.
- Grading Requirements: SG would like to be in this Task Team, getting a full review undertaken of the qualifications and experience required to move up the grades. DK suggested that the current arrangements were complex and confusing, and also that a drive to increase income should not result in a drop in standards. PS supported the need for more rigour in the awarding of grades. AC reminded the meeting that the use of the word 'chartered' is subject to Privy Council control, hence the distinction between 'ordinary member' and 'chartered member'.
- PLB asked all members to consider this further and circulate suggestions, bearing in mind that priorities should:
 - Be for the wider membership
 - Relate to matters of Board responsibility
 - Reflect the fact that income is constrained
 - Recognise that other matters may have to be designated as lower priority.

5 Membership Data

- December 2024 data had shown a slight fall but end of January 2025 showed an increase. Members are welcome to analyse the data.

6 Any Other Business

- PLB noted that the Terms of Reference needed to be reviewed and would circulate a note to the MRG before seeking the Board's approval.
- DK reminded the meeting that a new Chair and Vice Chair would need to be elected, probably at the July meeting.

6 Dates of Future Meetings (note dates in agenda were incorrect)

- 16 May online
- 28 July 20 Victoria Street hybrid
- 29 October online