

## **The Chartered Institute of Logistics and Transport**

To whom it may concern

3<sup>rd</sup> April 2017

### **The Chartered Status**

The Chartered Institute of Transport was founded in 1919 and the Institute is constituted by the Royal Charter granted in 1926 by the King of Great Britain, George V.

In 2001 following the merger of the Chartered Institute of Transport and the Institute of Logistics the Royal Charter was amended by recommendation of the Privy Council and by order of the Queen, Queen Elizabeth II, to change the name of the Institute to the Chartered Institute of Logistics and Transport.

Copies of the relevant documents can be obtained by request from the Secretary General.

### **The Global Status of the Institute**

The Institute consists of Territories and Branches in differing countries in the world all governed under the Royal Charter and supervised by CILT International. CILT International is the governing body under the Royal Charter with the appointed Trustees under the UK Charities Act responsible for administering the Institute's affairs.

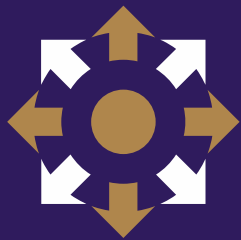
There are 33 Territorial and Branch organizations in countries across the world. These country bodies are governed through an individual Delegation Agreement that delegates the Trustees authority for running the Institute affairs to a country council or board. A territory has full responsibility for education and membership affairs whilst a branch has more limited powers in these 2 areas. For a branch CILT International retains the membership approval responsibility which it exercises through the administration services of CILT Hong Kong. On education all education certification is issued from CILT International using the administrative support of CILT Ireland.

Copies of the individual Delegation Agreement can be obtained from the Secretary General on request.

Each branch and territory is required to pay an annual capitation fee based on membership numbers and income to CILT International. This fee is a requirement of the Delegation Agreement signed by the country organisation and the International body.

### **Membership Status Globally**

Membership is governed by the International Membership Sub Committee (IMSC), a body appointed and approved by the International Management Committee and the Trustees. Standards of membership including membership levels are identified in the Membership Guidelines document issued by the IMSC. This effectively ensures that the assessed membership



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levels (Fellow, Chartered Member, Member) throughout the world are set to a universal standard.

Assessed Membership applications are received, reviewed and processed by the country organizations and membership rolls held by them. A member becomes and remains a member by virtue of the payment of the annual fee set by the country organization. If the payment lapses then the membership ends and a reapplication needs to be made.

Non assessed membership (Associate & Student membership) is the total responsibility of the country organizations.

If a member wishes to transfer their individual membership between countries then this can be done on notice to the current country and by request to the receiving country. A new membership application would not be required and a transfer will be effected with a move to the new country payment terms and service receipt. The timing of the change will be by agreement by the two countries and to avoid payment issues would ordinarily be completed at the annual renewal time for membership dues.

### **Education Status Globally**

The Institute has created and maintained a variety of education and training programmes available internationally and within countries. CILT International has a series of qualifications and educational programmes for use across many countries which are internationally accredited and recognised. Territorial Organizations in some cases have established training and education programmes where certification is controlled and managed by the Territorial Organisation itself, such as in the UK, Malaysia and Ireland.

Prior to the merger in 2001 these education qualifications were issued by the Chartered Institute of Transport. These qualifications maintain their recognition status and validity as Institute qualifications and their original certificates have validity as per the date of issue.

Yours faithfully

Keith Newton  
Secretary General  
Chartered Institute of Logistics and Transport