

## **Continuing Professional Development ("CPD") Requirement for Accredited Mediators**

### **I. Introduction**

Continuing Professional Development ("CPD") is the systematic maintenance, improvement and broadening of knowledge and skill, as well as the development of personal qualities necessary for the execution of professional duties throughout the practitioner's working life. It is a well-known system being practiced across professions.

In view of the changes in legal landscape (e.g., PD31, Mediation Ordinance) and increasing awareness of the use of mediation by the public, Hong Kong Mediation Centre ("HKMC") has reviewed CPD Policy with an aim to encourage Panel Members to continue professional training in skills and knowledge relevant and applicable in mediation practice.

Panel Members are expected to meet minimum CPD requirements in order to be eligible for membership renewal and to maintain their qualification as HKMC Accredited Mediators.

### **II. Mechanism**

The following are the requirements and mechanism for members to complete a minimum of 10 points CPD during the previous 2 years. The HKMC CPD Policy is based on this 2-year review cycle.

Normally, one hour of training event will account for one CPD point, unless specified otherwise by HKMC on individual cases.

CPD activities can be categorised into three major areas, viz., training, professional activities, and voluntary works related to mediation.

#### **1. Training**

Training includes but not limited to participating and organising of courses, lectures, seminars/symposia, conferences, presentations and workshops.

The following are the suggested areas for further training: -

- Communication skills
- Negotiation skills
- Facilitation skills
- Problem-solving skills and techniques
- Contract Law and related legal training
- Advanced mediation skills training
- Conflict management
- Other dispute resolution mechanisms

HKMC will organise regular or ad hoc activities in order to ensure that its Accredited Mediators could meet the CPD requirements. However, HKMC Accredited Mediators may also fulfil CPD requirements through attending courses and activities organised by other organisations after seeking approval from HKMC. The list of organisations is available in Appendix I for the application procedure & in CPD Form 2.

## **2. Professional Activities**

Apart from the aforementioned training activities, Accredited Mediators are encouraged to obtain CPD points by serving as Mediation Coaches or Teaching Assistants for mediation courses/workshops organised / co-organised by HKMC, or Mediators for Pro-bono Mediation Cases referred by HKMC.

## **3. Voluntary Work Related to Organising Mediation Activities**

Mediation is undergoing a period of rapid change and development in Hong Kong. It is the policy of HKMC to encourage its members to actively participate in voluntary works related to the organisation or promotion of mediation services. These voluntary works may relate to HKMC itself or to other professional organisations associated with the promotion of mediation, subject to the approval of the Chairperson(s) of the Member Affairs Committee ("MAC") of HKMC. The type of work ranges from committee works to participating in professional meetings or panels.

The maximum number of CPD hours that can be accumulated in a year is 5. The granting of CPD hours based on committee works in HKMC is subject to the final determination of the President or respective Chairperson(s) based on member's contribution. The application (see CPD Form 3) should be submitted to the Secretary General of HKMC before 30 November every year.

## **III. Application**

A summary of the criteria for granting CPD points based on professional activities and voluntary works is available in Appendix II.

## **IV. CPD Requirements**

**Each HKMC Accredited Mediator, who is a Panel Member of HKMC, is expected to accumulate at least 10 CPD points from the three areas of CPD activities mentioned in Section II above in two consecutive years.**

Panel Members shall be responsible for keeping accurate records and are required to submit such records at the time they renew their membership.

**Membership of a HKMC Accredited Mediator MIGHT BE TERMINATED if the CPD events requirements have not been met.** The Accredited Mediator in question will be given advice and recommendation by the MAC on the necessary remedial actions to be taken in order to rectify the situation.

## **V. CPD Record and Submission**

Each Panel Member is responsible for the accurate maintenance of the CPD Record and is required to submit the Record at the time of membership renewal (see CPD Form 1). Each CPD activity must be clearly stated with the date / topics / trainer / organisation and other relevant details of the activity in order to comply with the HKMC CPD requirements for Accredited Mediator. Accurate recording and maintenance of the CPD Training Record Form is very much dependent upon the integrity of each Panel Member in order to comply with the requirements of the HKMC

MAC may undertake random check on the CPD Records and ask respective Panel Members to provide further details / substantiation as and when required.

## **VI. Implementation**

This CPD policy had been effective from 1 September 2014.

For example, for new Panel Members joining in the year 2013 or 2014, the CPD requirements will be calculated on a pro-rata basis and they are required to meet the CPD points pro-rata to their period of membership calculated up to 31 December 2014 when their membership is due for renewal.

Panel Members are encouraged to take part in CPD events and to exceed the minimum requirements. Announcement on CPD events will be made from time to time via e-mail, hence Panel Members are required to update their latest personal particulars including email addresses to ensure prompt receipt of announcements on CPD events.



### **Organisation Application Procedures for the Registration of Continuing Professional Development ("CPD") Courses/Lectures/Seminars/Workshops**

In order to satisfy the requirements for the application for the registration of CPD events, organisers shall complete an application form (CPD Form 2) for each event organised. Completed application forms are to be submitted to the Secretary General of Hong Kong Mediation Centre ("HKMC") at the following address:

Room 504, 5/F, West Wing, Justice Place,  
11 Ice House Street,  
Central, Hong Kong

Application shall be submitted at least 4 weeks prior to the scheduled date of the event. The organiser may use the words "Pending CPD registration approval from HKMC" after the application. Incomplete application forms will not be processed and HKMC will return them to the organiser if applicable. HKMC shall endeavour to respond to an application within 21 working days to facilitate the organiser in advertising the event in a timely manner.

Upon the notification of approval, the organiser may use the wordings "N CPD points approved by HKMC" where [N] denotes of the number of CPD points approved. While it is not possible to register CPD points after any event has taken place, post-registration will not be acceded.

### **Required Documentation For the Registration of CPD events**

Organisers are required to provide the following documentation in support of their application contained in the application form:

- Name of the organiser
- A promotional flyer of the activity (if applicable)
- An outline of the activity
- Up-to-date resume(s) of the event presenter(s), listing their experiences and professional qualifications.
- A copy of materials / handouts to be distributed to participants at the activity

### **Guidelines on the awarding of CPD Points**

The number of CPD points will normally be equivalent to the number of hours of the activity (excluding coffee/tea/lunch/dinner breaks etc.). The final decision is subject to the decision of HKMC.

## **Registration of Attendance**

Organisers shall register all those attending the event. Information of attendees including their names and duration of their stay shall be clearly recorded. Completed attendance documents are to be submitted to the Secretariat of HKMC within 14 days after the event. Failure to adhere to this administrative procedure will render the CPD points awarded invalid.

## **Registration Fee**

If the event is fee-charging, an administrative charge will be levied by HKMC. The prescribed registration fee is currently fixed at HK\$500 per event for non-commercial organisers and HK\$1,000 per event for commercial organisers. On the other hand, if the event is free of charge, no administrative charge will be levied. Organisers are required to submit registration fee together with their application form.

## **Administrative Matters**

In summary, organisers are required to supply the following documentation to the Secretariat of HKMC for each CPD registration:

1. Name of the organiser
2. A promotional flyer of the activity (if applicable)
3. An outline of the activity
4. Up-to-date resume(s) of the event presenter(s), listing their experiences and professional qualifications.
5. A copy of materials / handouts to be distributed to participants at the activity
6. Completed Attendance documents\*
7. Event evaluation summary to be completed by the organiser taking into consideration comments\*

\* These documents should be submitted to the Secretariat of HKMC within 14 days after the event has taken place.

If assistance is required, please contact HKMC either by  
Tel (852) 2866 1800, Fax (852) 2866 1299 or email at  
[admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)

**Criteria of Granting CPD Points on Professional Activities and Voluntary Work**

1	As Mediator (or Assistant Mediator) in HKMC-referred Pro-bono Cases	*5 CPD points for Mediator serving in each real mediation case, 3 CPD points for Assistant Mediator
2	Lead Trainer / Assistant Trainer / Mediation Coach / Training Assistants (TA) for HKMC Mediation Courses	Based on the number of hours being Trainer / Coach / TA (Maximum 5 CPD points every year for Trainers)
3	Submit Articles for HKMC Publications (e.g., Newsletter and Journal)	For articles being accepted and published, 2 CPD points will be awarded for articles below 1,000 words and 4 CPD points for articles with 1000 words or above.
4	Serve as Council Member of HKMC / Committee Member of HKMC / Volunteer in events related to the organisation of Mediation Activities	Maximum 5 CPD points for those with attendance rate above 50%, subject to the approval of the Chairperson(s) of the Member Affairs Committee ("MAC") of HKMC
5	Serve as Speaker in HKMC-approved CPD activities	5 CPD Points



### CPD Record Submission Form

(For Members ONLY)

Name of Accredited Mediator			
Membership Number			
Date of Submission			
CPD period		_____ (DD/MM/YY) to _____ (DD/MM/YY)	
Date	Activity (please specify the type of - training, professional activity or voluntary work)	Organiser	CPD points
Total CPD points			

\* Use additional sheets if necessary.

**I declare and certify that all particulars given on this form are true and accurate.**

**Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_



**Application for Registration of Continuing Professional Development (CPD) Courses / Lectures / Seminars / Workshops  
(For Organisations ONLY)**

1. Name of the Organisation	
2. Contact Person	Name: _____ Tel: _____ E-mail: _____ Address: _____ _____
3. Application Date	
4. Topic(s) of the Event (Please attach details / outline of the event)	
5. Presenter(s) of the Event (Please attach details of their resume(s))	
6. Number of Participants	
7. Date(s) and Duration of the Event	Date(s): _____ Time: _____
8. Venue of the Event (Full address)	
9. Additional Information	
10. Registration Fee	Waived / HK\$500 / HK\$1,000

**PERSONAL DATA (PRIVACY) ORDINANCE NOTICE**

Persons who supply data in their application to Hong Kong Mediation Centre Limited ("HKMC") are advised to take note of the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of registration of CPD points, and in this connection the data herein will be dealt with by staff and/or members of the Member Affairs Committee ("MAC") of HKMC.
2. After an application for registration has been duly processed, the application papers of the event organiser will be retained in a file established by HKMC for each organiser. Such information will be retained by HKMC for as long as it deems necessary or useful.

Under the provisions of the Personal Data (Privacy) Ordinance, an organiser has the right to access and make amendments to his/her personal data as retained by the HKMC. Applicants who wish to access or make amendments to their data should submit written requests to the Secretariat of HKMC.

**DECLARATION**

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
2. I authorise the staff and/or members of MAC of HKMC to deal with, utilise and/or access the data submitted by me as may be required in connection with my application for registration of CPD points.
3. I understand that my data will become part of the HKMC's files and may be used for all purposes deemed necessary or useful by the HKMC.

I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my application for Registration of CPD in relation to Mediation should my application be successful.

Any information on this Form may be made available by HKMC to third parties for the purposes of Registration of CPD point.

*Please sign below to confirm your agreement to the disclosure of the information contained in the application and your confirmation of its accuracy.*

Name (in print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For Office Use Only:***  
***Approved by the Chairperson(s) of the***  
***Member Affairs Committee***

