

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



**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