

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, and the development of personal qualities necessary for the execution of professional duties throughout the practitioner's working life. It is a well-known system and 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 followings 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 categorized into three major areas, viz., training, professional activities, and voluntary works related to mediation.

1. Training

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

The followings 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 organize regular or ad hoc activities in order to enable HKMC Accredited Mediators to meet the CPD requirements. However, the HKMC Accredited Mediators may also achieve CPD requirement through attending courses and activities organized by other organizations prior approval has to be obtained from HKMC. For those organizations, may see Appendix I for the application procedure & CPD Form 2.

2. Professional activities

Besides the above-mentioned training activities, Accredited Mediators are encouraged to obtain CPD points by serving as Mediation Coaches or Teaching Assistants for mediation courses/workshops; Mediators for HKMC-referred Pro-bono Cases.

3. Voluntary Work Related to Organizing 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 in relation to the organizing or the promotion of mediation services. These voluntary works may relate to HKMC itself or to other professional organizations in relation to the promotion of mediation, subject to the approval of the Chairperson(s) of the CPD and Membership Committee ("CPDMC") of HKMC. The type of works may be in the form of committee works, or 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 shall be subject to the final determination of the President or respective Chairperson(s) based on the contribution of the member. The application (see CPD Form 3) should be submitted to the Secretary General of the 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 at 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 programme requirements have not been met. The Accredited Mediator in question will be given advice and recommendation by the CPDMC on what action is necessary to take 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 needs 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 / organization 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 in order to comply with the requirements of the HKMC is very much dependent upon the integrity of each Panel Member.

CPDMC 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 counted 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 programmes and to exceed the minimum requirements. Announcement on CPD programs will be made from time to time via e-mail, hence Panel Members need to update their latest personal particulars including email addresses to ensure prompt receipt of announcements on CPD programmes.

CPD and Membership Committee

Hong Kong Mediation Centre

Nov 2014



Organization Application Procedures for registering Continuing Professional Development ("CPD") Courses/Lectures/Seminars/Workshops

In order to satisfy the requirements for registering CPD Courses / Lectures / Seminars / Workshops (hereinafter referred to as "event"), 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 the Hong Kong Mediation Centre ("HKMC") at the following address:

21/F, Success Commercial Building,
245-251 Hennessy Road,
Wan Chai, Hong Kong.

Application shall be made at least 4 weeks prior to the scheduled date of the event. The organiser may use the words "Pending CPD registration approval from the HKMC" after the application. Incomplete application form will not be processed and the HKMC will return the incomplete application form to the organiser if applicable. The 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 so approved. Post-registration will not be acceded, it is not possible to register CPD points after any event has taken place.

Documentation Required For the Registration of CPD events

Organisers are required to provide the following documentation in support of their application contained in 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 experience 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 will be subjected to the decision of HKMC.

Registration of Attendance

Organisers shall register all those attending the event, name of the attendee, duration of the attendee(s) attendance of the event shall be clearly recorded. Completed Attendance documents are to be submitted to the HKMC Secretariat within 14 days after the event. Failure to adhere to this administrative matter 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. Organiser is required to submit this registration fee together with their application form.

Administrative Matters

In summary, the following documentations are required to furnish to the HKMC Secretariat 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 experience 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 HKMC Secretariat within 14 days after the event has taken place.

If assistance is required please contact the HKMC either by
Tel (852) 2866 1800, Fax (852) 2866 1299 or email at 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 for articles below 1,000 words and 4 CPD points for articles at and above 1,000 words.
4	Serve as Council Member of HKMC / Committee Member of HKMC / Voluntary Work related to organizing Mediation Activities	Maximum 5 CPD points for those with attendance rate above 50%, subject to the approval of the Chairperson(s) of the CPD and Membership Committee ("CPDMC") 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 type - training, professional activity or voluntary work)	Organizer	CPD points	Initial by organizer/ person in charge (if applicable)
Total CPD points				

* Use additional-sheets if necessary.

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

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

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

1. Name of the Organization	
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	Wavied / HK\$500 / HK\$1,000



PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Persons who supply data in their application to the Hong Kong Mediation Centre Limited ("HKMC") are advised to note 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 the HKMC staff and/or by the HKMC CPD and Membership Committee ("CPDMC") members.
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 the 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 to, and the correction of, his/her personal data as retained by the HKMC. Applicants wishing to access or make corrections 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 authorize the HKMC, its staff, employees and/or members of the HKMC CPDMC to deal with, utilise and/or assess 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
CPD and Membership Committee



CPD Record Submission Form

(For President / Committee Chairperson / Organising Committee Chairperson ONLY)

The granting of CPD hours based on the contribution and attendance of respective committee meeting(s) of the member in voluntary works in relation to the organizing or the promotion of mediation services. (Max. CPD hours: 5)

Name of Applicant			
HKMC Council / Name of Committee / Organising Committee			
Year of Voluntary works			
Membership No.	Name	Event (if any)	Suggested CPD point (s)
AM			
AM			
AM			
AM			
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AM			
AM			
AM			
AM			
AM			

* Use additional-sheets if necessary.

Name (in print): _____

Signature: _____

Date: _____

For Office Use Only:
***Approved by the Chairperson(s) of the
CPD and Membership Committee***
