



Hong Kong Mediation  
and Arbitration Centre

2020

Continuing Professional Development Policy

香港調解仲裁中心持續專業訓練政策



Revised Policy, Effective from 1 January 2017

# **2020 Continuing Professional Development (CPD) Requirements for Members, Accredited General Mediators, Accredited Family Mediators and Arbitrators**

## **Introduction**

Hong Kong Mediation and Arbitration Centre (HKMAAC) is committed to ensure high standards of practice within the profession and promotes continuing professional development (“CPD”) which is the systematic maintenance, improvement, and extension of professional and technical skills necessary for the execution of the professional duties of Accredited General Mediators, Accredited Family Mediators and Arbitrators.

In view of the on-going changes in mediation and arbitration industries, including, inter alia, Mediation Ordinance (Cap. 620), Arbitration (Amendment) Bill 2016, Law Reform on the Family Dispute Resolution Process, HKMAAC has revised and laid down the new CPD Policy with an aim to encourage (1) all levels of Members, (2) Accredited General Mediators, (3) Accredited Family Mediators, and (4) Arbitrators (collectively “All Members”) to undergo continuous professional training in skills and knowledge relevant and applicable in ADR practices.

All Members are required to meet the minimum CPD requirements as stipulated herein below so as to be eligible for annual membership renewal and to maintain their titles and qualifications as members of HKMAAC.

## **Requirements**

**All Members** of HKMAAC (including, inter alia, Members<sup>1</sup>, Accredited General Mediators, Accredited Family Mediators and Arbitrators are required to accumulate at least 5 CPD points from the following areas of CPD activities in the previous CPD year (1 January to 31 December). The HKMAAC CPD Policy is based on annual basis.

Recognized CPD events shall be categorized into the activities as follows:-

- 1. Training Programmes (Lecturers, Trainers, Coaches, Assessors)**
- 2. CPD Seminars (Speakers, Attendees)**
- 3. Editorial Board (Board members and Article Contributors)**
- 4. Committees (Committee Chairperson and Committee members)**

---

<sup>1</sup> Members shall also include Associate and Fellow Members.

## **5. Professional Activities**

## **6. Voluntary Services**

### **1) Training Programmes (Lecturers, Trainers, Coaches, Assessors)**

HKMAAC will organize/co-organize training activities from time to time. For the purpose of obtaining CPD points, training includes, but not limited to, organizing, participating and/or acting as Lecturers, Trainers, Assistant Trainers, Coaches and Assessors of designated training programmes, presentations or workshops.

The followings are the usual areas for training: -

- General Mediation
- Family Mediation
- Arbitration
- Alternative Dispute Resolutions
- Civil Justice Reform
- Communication skills
- Negotiation skills
- Complaint Handling and Problem-solving techniques
- Contract Laws
- Family Laws
- Employment Laws
- UNCITRAL Model Laws/ UNCITRAL Model Laws/ New York Convention
- Mediation Ordinance (Cap. 620)/ Arbitration Ordinance (Cap.609)

### **2) CPD Seminars (Speakers, Attendees)**

Under this category, members will obtain CPD points by participating and/or acting as CPD Speakers or Attendees of any CPD seminars organized/co-organized by HKMAAC. Unless otherwise provided, one hour of CPD seminar will account for one CPD point.

HKMAAC will organize CPD seminars throughout the year so as to enable All Members to fulfill the laid down CPD requirements.

### **3) Editorial Board (Board members and Article Contributors)**

Besides the above training and CPD activities, All Members may also obtain CPD points by active participation, including acting as the Chief Editor, Editorial Board members or being Article Contributors for designated publications of HKMAAC.

### **4) Committees (Committee Chairperson and Committee members)**

Similarly, All Members may obtain CPD points by active participation in any committees of HKMAAC, including serving as the Committee Chairperson or Committee members.

The granting of CPD points shall be based on the actual committee works in particular CPD year, which shall be subject to the final discretion of the respective Chairperson as well as the contribution of the relevant member(s).

### **5) Professional activities**

All Members may also be qualified for CPD points by representing HKMAAC to attend conferences, meetings, or any other professional activities approved by HKMAAC.

### **6) Voluntary Services**

As part of our Corporate Social Responsibility (CSR) as well as our core mission of establishment, it is always our policy to encourage all of our members to actively participate in Pro Bono and voluntary services of any kinds (including both mediation or non-mediation related services).

Subject to the approval of the Chairperson(s) of the Voluntary Services Committee (or HKMAAC), voluntary services hours may also include the relevant travelling hours or preparation time.

### **Record and Submission**

All Members shall be responsible for keeping accurate, up-to-date and complete CPD records. **Failing to do so may constitute professional misconduct.** All Members may be requested to submit such records at the time of annual membership renewal upon random sample check. A random sample of Members may be requested to submit to HKMAAC their relevant documentary evidence, to support attendance or completion of the CPD activities listed in their CPD records.

## **Non Compliance**

**Membership of HKMAAC may be terminated if the CPD requirements have not been fulfilled.** In that case, Members shall not continue to use any title or designations associated with HKMAAC, further distribute their name cards, and shall surrender their membership cards to HKMAAC forthwith. Subject to the discretion of HKMAAC, Members who fail to comply with the CPD requirements may be required to make up any shortfall within an extended period<sup>2</sup> as stipulated by HKMAAC and submit all relevant documentary evidence to HKMAAC within demanded period after the expiry of the extended period. Failure by a Member to acquire the necessary CPD points by the end of the extended period or to submit the relevant documentary evidence after the expiry of the extended period may be referred to the Disciplinary Committee for investigation.

## **Announcement**

All 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 through e-mails, the official website [www.hkmaac.org](http://www.hkmaac.org), and the Facebook page of HKMAAC. All Members shall take the initiative and have the responsibility to acquire the latest CPD information through the above mentioned channels.

## **Carrying Forward of Excess CPD Points**

A maximum of 3 CPD points accumulated in excess of the requirements in a current CPD year will be permitted to be carried forward to the immediately following CPD year, which will be regarded as accumulated during the following CPD year.

## **Final Discretion**

HKMAAC's interpretations and decisions whether to exercise any discretions or not under any of the above rules are final, conclusive and binding upon All Members and not subject to challenge or appeal by them.

## **Secretariat**

## **Hong Kong Mediation and Arbitration Centre**

**October 2019**

---

<sup>2</sup> Extended period usually refers to the first half-year (i.e. Jan - Jun) right after the previous CPD year.



# Hong Kong Mediation and Arbitration Centre

## ENQUIRIES

Telephone : 3796 3366  
E-mail : [mediation@hkmaac.org](mailto:mediation@hkmaac.org)

For further information on the professional events, Pro Bono services, training programmes that we offer, please visit our website or contact us at:

### 1) Headquarters (Mediation, Arbitration and Professional Services)

Hong Kong Mediation and Arbitration Centre  
Level 12  
Infinitus Plaza  
199 Des Voeux Road Central  
Hong Kong

### 2) Branch Office (Academic, Training and Accreditation)

Level 6, YMCA of Hong Kong,  
41 Salisbury Road, Tsimshatsui,  
Kowloon, Hong Kong

Tel: +852 3796 3366  
Web: [mediation@hkmaac.org](mailto:mediation@hkmaac.org)  
[www.hkmaac.org](http://www.hkmaac.org)

Follow us on:

