

**THE CHARTERED INSTITUTE OF LOGISTICS AND
TRANSPORT IN HONG KONG**

**Membership
Handbook**

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Source: CILT International Operating Procedures
Last update: 9th April 2009 (edited version)



TABLE OF CONTENTS

1.	BACKGROUND	3
1.1	The Chartered Institute of Logistics & Transport	3
1.2	The Chartered Institute of Logistics & Transport in Hong Kong	4
2.	VISION AND OBJECTIVES	5
2.1	Vision Statement	5
2.2	Strategic Objectives	5
3.	MEMBERSHIP IN THE INSTITUTE	6
3.1	CILT Membership	6
3.2	Membership Grades	6
3.2.1	Student	6
3.2.2	Affiliate	6
3.2.3	Member (MILT)	7
3.2.4	Chartered Member (CMILT)	7
3.2.5	Chartered Fellow (FCILT)	7
4.	HOW TO BECOME A MEMBER	8
4.1	Application Procedures	8
4.1.1	Membership Election Panel	8
4.1.2	Procedures	8
4.2	Student	9
4.2.1	What is Student grade?	9
4.2.2	Entry Requirements	9
4.3	Affiliate	10
4.3.1	What is Affiliate grade?	10
4.3.2	Routes to Affiliate Membership	10
4.4	Member (MILT)	10
4.4.1	What is MILT grade?	10
4.4.2	How is it Achieved?	11
4.4.3	Routes to MILT Membership	12
4.5	Chartered Member (CMILT)	13
4.5.1	What is Chartered Membership?	13
4.5.2	How is it Achieved?	14
4.5.3	Routes to Chartered Membership	15
4.5.4	The Professional Entry Routes	16
4.5.5	Membership Elections	24
4.6	Chartered Fellow (FCILT)	25
4.6.1	What is Chartered Fellowship?	25
4.6.2	How is it Achieved?	25
4.6.3	Routes to Chartered Fellowship	25
4.6.4	Membership Elections	29
4.7	Application Procedures for Appeal	29
4.7.1	Appeal	29
5.	MEMBERS' RIGHTS AND RESPONSIBILITIES	30
5.1	The Value of Membership	30
5.1.1	Benefits	30
5.1.2	A True Profession	30
5.2	Continuing Professional Development (CPD)	31
5.2.1	Background and Objectives	31
5.2.2	Structure	31
5.2.3	Requirements	35
5.2.4	Non-compliance	35

APPENDICES

Appendix A	CILTHK Professional Qualification Programme	37
Appendix B	Entry Requirements for the Professional Qualification Programme	38
Appendix C	Code of Professional Conduct	39
Appendix D	Key Knowledge Areas & Expertise	40
Appendix E	Experience Criteria	43
Appendix F	The Professional Qualifying Examination Structure	44
Appendix G	Accredited Programmes	46
Appendix H	Relevant Professional Bodies	47
Appendix I	The Viva Voce (Professional Interview)	50
Appendix J	Routes to Chartered Fellowship	51
Appendix K	Fees and Charges	52
Appendix L	Continuing Professional Development Records	53

1. BACKGROUND

1.1 The Chartered Institute of Logistics and Transport

1.1.1 The Chartered Institute of Logistics and Transport (CILT) has a long history dating back to 1919 when the Institute of Transport, as it was formerly called, was established in the United Kingdom. During the First World War, both motorised transport and aviation had become reliable modes of transportation, in addition to shipping and rail. The logistics problems brought by war, and the establishment of these modes made it obvious that transport as a subject had to be studied, learned and developed, for resources to be used as efficiently and effectively as possible.

1.1.2 The Chartered Institute of Transport (CIT) was granted a Royal Charter on 26 November 1926 "to promote, encourage, and coordinate the study and advancement of the science and art of transport in all its branches". The CIT has always been an international organisation, indeed a large proportion of its membership is based outside the UK. In 2001, in recognition of the ever-growing importance of the logistics activities, the CIT was re-organised and renamed as the Chartered Institute of Logistics and Transport (CILT), which resulted in benefits including greater autonomy and recognition of the larger local membership.

1.1.3 CILT currently has more than 33,000 members located worldwide with Territorial Organisations (formerly called Level 1/ National Councils) in Australia, Hong Kong, India, Ireland, New Zealand, North America, Pakistan, Singapore, and the United Kingdom and 24 Institute Branches (formerly called Level 2 Council/ Sections) around the world.

1.2 The Chartered Institute of Logistics and Transport in Hong Kong

1.2.1 The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK) is the professional body for those engaged in transport and logistics – including all sectors of the industry, namely, air, sea, and land, for both passengers and freight transportation. The Chartered Institute of Transport first set up its Hong Kong branch in 1968. On 1 October 1991, the Hong Kong Section was upgraded to National Council status and was renamed the Chartered Institute of Transport in Hong Kong (CITHK). This change gave CITHK the authority to handle institute matters independently whilst sharing commonly agreed upon standards. CITHK was renamed as CILTHK in line with the change of the Institute in late 2001.

1.2.2 CILTHK has about two thousand members working in a wide range of sectors in the transport and logistics industries including shipping, logistics, airline, railway, road, public transport, government and consultancy.

2. VISION AND OBJECTIVES

2.1 Vision Statement

Its vision is to be recognised as the leading worldwide source and assurance of excellence of transport and logistics professionals.

2.2 Strategic Objectives

- a) Act as the custodian of the name, brand and Royal Charter and exploit the benefits of being part of an international organisation;
- b) Promote and maintain Chartered status, standards in education and professional development;
- c) Share knowledge and global practices in logistics and transport, both internally and externally;
- d) Establish relationships with other relevant local and international organisations;
- e) Develop strategies that support local membership growth and other activities, including regional coordination;
- f) Provide professional, authoritative and apolitical views on transport and logistics policy issues.

3. MEMBERSHIP IN THE INSTITUTE

3.1 CILT Membership

There are six different membership grades: Student, Affiliate, Member (MILT), Chartered Member (CMILT), Chartered Fellow and Honorary Chartered Fellow (FCILT). The official designatory letters MILT, CMILT and FCILT are used after the members' names to indicate their membership in respect of such grades. If applicants wish to belong to the CILT, they must possess a combination of qualifications and proven experience.

3.2 Membership Grades

3.2.1 Student

3.2.1.1 This is the starting grade for those who are at least 16 years of age and not more than 25 years of age studying full-time transport or logistics-related programme with an intent to achieve full Chartered Membership (CMILT) later on.

3.2.2 Affiliate

3.2.2.1 The grade of Affiliate applies to those who are at least 16 years of age and not more than 25 years of age. The minimum requirement is that they have passed five subjects including English (Syllabus B), Mathematics and Chinese at the Hong Kong Certificate of Education Examination (HKCEE) or its equivalent; or have completed a vocational qualification accepted by the Institute.

3.2.2.2 This grade also applies to those who are 25 years old and above who would like to be involved with the Institute but cannot or may not, for a variety reasons, either qualify for, or aspire to, satisfy the requirements leading to Membership (MILT) or full Chartered Membership (CMILT).

3.2.2.3 The option to progress to other grades of Membership remains open.

3.2.3 **Member (MILT)**

3.2.3.1 This grade is open to those who are over 18 years old. It is usually achieved by upgrading from Student or Affiliate Membership through passing the Institute's examination, but it can be achieved by direct election, provided appropriate practice and experience have been demonstrated.

3.2.4 **Chartered Member (CMILT)**

3.2.4.1 This is the main professional grade. It is open to candidates who are at least 23 years old. This requires at least five years of experience in transport or logistics at managerial or professional level acceptable to the Council. (Please refer to Section 4.5)

3.2.4.2 There are special provisions for mature and experienced professionals to satisfy the educational and experience requirement for Chartered Membership. Various routes leading to CMILT are detailed under "Routes to Chartered Membership" in Section 4.5.3.

3.2.5 **Chartered Fellow (FCILT)**

3.2.5.1 This is the senior professional grade for which the minimum age is 30. It is open to those Chartered Members who can satisfy the Council that they hold, and have held a high position of responsibility in transport or logistics for at least seven consecutive years. (Please refer to Section 4.6)

3.2.5.2 Direct election to Chartered Fellow may exceptionally be granted by the Council in the case of distinguished individuals of undoubted eminence in the transport or logistics industry.

4 HOW TO BECOME A MEMBER

4.1 Application Procedures

4.1.1 Membership Election Panel

All applications undergo a preliminary assessment of eligibility for one of the qualifying routes. This assessment is made on the basis of the information supplied on the application form and all other supporting attachments. Following this assessment, all applications are finally approved by a Membership Elections Panel consisting of at least two Chartered Members or Chartered Fellows and the Chair of Membership Committee. In most cases, this final approval will also be on the documentary evidence supplied, thus it is the prerogative of the applicant to make the application as comprehensive as possible.

4.1.2 Procedures

Step 1:

Check your eligibility for the membership with the membership entry requirements given in this handbook as reference.

Step 2:

Complete the Individual Membership Application Form.

Step 3:

Provide sufficient information in the application, taking note of the following for the assessment:

- a) Details of educational qualifications since leaving school, including name of educational institution and the full title of any award gained.
- b) Full, employment history with all relevant dates (month and year).
- c) A full description of responsibilities held and any notable achievements. Job titles alone do not provide sufficient information for the Panel to make a decision.

- d) If possible, an organisation chart showing the applicant's position in the organisation, who they report to and to whom they report.
- e) Membership of one or more of relevant professional bodies.

Step 4:

For MILT, CMILT or FCILT applications, recommendation signatures from CILT Chartered members or Chartered Fellows are required. The main purpose for this is not to confirm the applicant's eligibility for MILT, CMILT or FCILT membership; the Elections Panel members will always make up their minds based on the evidence supplied against the criteria. Instead, the aim is to provide assurance from first hand knowledge that the information given in the application is accurate.

Step 5:

Send the completed application form with the sufficient supporting documents and application fee to the Institute.

4.2 Student

4.2.1 What is Student grade?

Student grade is the starting grade of the CILT membership.

4.2.2 Entry Requirements

4.2.2.1 Student grade refers to membership of those who are at least 16 years of age and not more than 25 years of age, studying full-time transport or logistics-related programme.

4.2.2.2 Students, whose 25th birthday lies within any one financial year of the Institute or are no longer studying full-time transport or logistics programme shall, with effect from the first day of the next financial year, be transferred automatically to the Affiliate grade.

4.3 Affiliate

4.3.1 What is the Affiliate grade?

Affiliate membership offers access to all the benefits of CILT membership, except voting rights and designatory letters after the member's name.

4.3.2 Routes to Affiliate Membership

4.3.2.1 Route 1

Affiliate membership applies to those who are at least 16 years of age and not more than 25 years of age with a minimum requirement of passing five subjects including English (Syllabus B), Mathematics and Chinese at the Hong Kong Certificate of Education Examination (HKCEE) or an equivalent academic qualification.

4.3.2.2 Route 2

This membership applies to those who are at least 16 years of age and not more than 25 years of age. The other criteria require that the applicant should have completed secondary school education and with at least two years of relevant experience in transport or logistics related fields.

4.3.2.3 Route 3

Affiliate membership is open to those who are 25 years old and above and would like to be a CILT member but who may not satisfy the requirements leading to Member Membership (MILT) and full Chartered Membership (CMILT).

4.4 Member (MILT)

4.4.1 What is the MILT grade?

4.4.1.1 MILT grade offers access to the benefits of CILT membership and designatory letters after the member's name (MILT). It is open to those who are over 18 years old but who do not qualify yet for Chartered Membership status.

- 4.4.1.2 To qualify as a MILT member, the applicant must either:
- a) Pass, or be exempted from four prescribed papers in the Ordinary Level of the Professional Qualifying Examination of the Institute; and possess at least three years acceptable transport or logistics experience;
or
 - b) Submit evidence in accordance with the professional points system (1600 points) which is based either on overall experience which is equivalent to eight years in positions of responsibility (with 200 points per year) or qualification (up to a maximum of 400 CPD points as defined in Section 5.2), or a combination of both.

4.4.2 **How is it Achieved?**

MILT Membership is awarded to those who can satisfy the criteria set by the International Council of CILT. These criteria cover two distinct areas: educational attainment and level of supervisory responsibility. The candidate should meet these criteria in order to gain MILT Membership.

4.4.2.1 Key knowledge areas for MILT Membership:

- a) Design, management and optimisation of networks for the time-related positioning of resource;
- b) Logistics and transport services and types of operation;
- c) Market and characteristics of supply and demand; understanding of marketing policies;
- d) Management and characteristics of supply and demand; understanding of marketing policies.

4.4.2.2 Experience Criteria for MILT Membership include:

- a) Use a combination of general and specialist knowledge and understanding to apply existing solutions to operational problems;
- b) Provide technical and commercial management;
- c) Use effective communications and interpersonal skills;
- d) Make a personal commitment to live by the appropriate code of professional conduct, recognising obligations to society, the profession, and the environment.

4.4.3 **Routes to MILT Membership**

4.4.3.1 Route 1

The Institute maintains its own educational qualification for MILT Membership. Passing the Ordinary Level of the Institute's Professional Qualifying Examination (see Appendix F) or an accredited programme/course will automatically satisfy the educational requirement. This does not mean, however, that anyone can automatically become eligible for MILT Membership; the criteria for experience and level of responsibility must still be met. Candidates are required to have at least three years of experience at supervisory level or above. Candidates can refer to the Institute's *Quality Assurance Handbook* for details about the local CILT Professional Qualifying Examination.

4.4.3.2 Route 2

This route is intended for experienced Candidates who do not meet the specific educational requirements, but who have at least eight years of sufficiently relevant supervisory experience or above.

4.4.3.3 Route 3

The Institute maintains its own educational qualification. For passing the Ordinary Level and the Advanced Level of the Institute's Professional Qualifying Examination (see Appendix F) or a register of local and overseas fully accredited graduate, postgraduate and equivalent qualifications (See Appendix G), holders of one of these qualifications, will automatically satisfy the educational requirement. This does not mean, however, that they are automatically eligible for MILT Membership; the criteria for experience and level of responsibility must still be met. Candidates are required to have at least two years of experience at professional level.

4.5 Chartered Member (CMILT)

4.5.1 What is Chartered Membership?

4.5.1.1 Chartered Membership (CMILT) is one of the main professional grades of CILT membership

- a) Chartered Members are capable, by virtue of their initial and continuing professional development, of exercising professional judgment involving the application of a defined body of knowledge to a wide and often unpredictable range of circumstances, and assuming responsibility for the planning and direction of important tasks.
- b) Chartered Members are likely to be concerned with influencing strategy through innovation, creativity and change. Professional judgment is a key feature of their role, aligned with the ability to assume responsibility for the direction of important tasks. This may include the profitable management of industrial and commercial enterprises.
- c) Their work involves the application of a significant range of fundamental principles, enabling them to develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient techniques, marketing and operating concepts, and pioneer new services and management methods. They may be involved with the management and direction of high risk and resource-intensive projects.
- d) Chartered Members are required to demonstrate possession of a specific body of knowledge, and to have a minimum period of experience at a senior level of responsibility.

4.5.2 **How is it Achieved?**

4.5.2.1 Chartered Membership (CMILT) is awarded to those who can satisfy the criteria set by the International Council of CILT. These criteria cover two distinct areas: educational attainment and level of professional/managerial responsibility. The criteria in both of these areas must be met in order to gain Chartered Membership. In broad terms, these criteria require the successful applicant to have:

- a) formal accreditation of knowledge, understanding and application at the level required for a university degree with a content that matches the Key Knowledge Areas specified by Council;
- b) a total of at least five years of experience in some level of professional/managerial responsibility, with at least two of those years at a senior level as defined by the Council's experience criteria. Note that these periods need not be continuous or full-time. The equivalent part-time experience or non-continuous employment is acceptable and may have been at any stage of the candidate's career.

4.5.2.2 The same criteria apply to all the CILT Territorial Organisations worldwide although individual Level 1 Councils may devise their own ways of determining whether applicants meet them. This guide to Chartered Membership is concerned with the methods used by CILTHK as the Territorial Organisations for Hong Kong.

4.5.2.3 Key Knowledge Areas for Chartered Membership include (see Appendix D):

Global Issues in Logistics and Transport

- a) Society and technology;
- b) Government and political influence;

Markets and Customer Service

- c) Market economics;
- d) Providing customer service;

Management of Resources in Organisations

- e) Human resource management;
- f) Financial management;
- g) Management of physical assets and processes;

Business Strategy and Policy

- h) Organisational strategy;
- i) Investment, planning and control.

4.5.2.4 Expertise for Chartered Membership include (see Appendix D):

Design, Manufacture, and Optimisation of Networks and Services for the Time-Related Positioning of Resource

- a) Management of the total supply-chain;
- b) Passenger and freight transport systems;
- c) The provision of infrastructure.

4.5.2.5 Experience Criteria for Chartered Membership include (see Appendix E):

- a) Professional judgment in a broad range of complex technical or professional activities in a wide range of contexts;
- b) Personal responsibility and autonomy;
- c) Responsibility for the work of others;
- d) Responsibility for the allocation of resources.

4.5.3 **Routes to Chartered Membership**

The Council of the Institute approves three broad routes by which applicants may satisfy the educational requirements for Chartered Membership (CMILT).

4.5.3.1 Route 1 – The Institute’s Own Professional Qualifying Examinations

The Institute maintains its own educational qualification for Chartered Membership. Holders of this, by passing the Institute’s Professional Qualifying Examination (see Appendix F) will automatically satisfy the educational requirement. This does not mean, however, that they are automatically eligible for Chartered Membership; the criteria

for experience and level of responsibility must still be met. Candidates can refer to the Institute's *Quality Assurance Handbook* for details about the local CILT Professional Qualifying Examination.

4.5.3.2 Route 2 – Accredited Exemption Degree

The Institute maintains a register of local and overseas accredited graduate, postgraduate and equivalent qualifications (See Appendix G). Holders of one of these qualifications automatically satisfy the educational requirement, provided any specific conditions laid down for a particular award are met. Note that this applies only to the specific qualifications on the register because only these have been assessed and formally accredited as meeting the Key Knowledge Areas.

4.5.3.3 Route 3 – The Professional Entry Route

The Professional Entry Route is intended for experienced professionals who do not meet the specific educational requirements of routes one or two, but who have sufficient relevant professional experience at a level consistent with the criteria for Chartered Membership. There are five different variants which are detailed under “The Professional Entry Routes” in Section 4.5.4.

4.5.4 **The Professional Entry Routes**

4.5.4.1 Viva Voce (Professional Interview)

4.5.4.1.1 The Viva Voce (Professional Interview) (see Appendix I) is appropriate for candidates who are educated or professionally qualified in a relevant area. To be qualified to take a Viva Voce, the applicant must be at least 30 years old and has satisfied one of the following criteria:

- a) A chartered member of one or more of relevant professional bodies (See Appendix H) who has at least four years of relevant practical experience at professional/managerial level as acceptable to the Council; or

- b) A recognised honours degree holder in a discipline relevant to transport (e.g. economics, geography) or logistics who has at least four years of relevant practical experience at professional/managerial level; or
- c) A recognised honours degree holder in any discipline who has at least eight years of practical experience at professional/managerial level; or
- d) A non-degree holder who has at least 12 years of relevant practical experience at professional/managerial level.

Importantly, the candidate must also be recommended by the Membership Committee.

4.5.4.1.2 The interview usually lasts for about half an hour. The interview panel consists of three interviewers: the chairman and the other two who are Chartered Members or Chartered Fellows of the Institute. The purpose of the interview is primarily to ascertain if the candidate's knowledge extends to those areas required by the International Council, but it also seeks to confirm if the candidate meets the responsibility requirements.

4.5.4.2 Published Works

- 4.5.4.2.1 If the applicant is over 30 and has completed:
- a) a research dissertation accepted for the award of degree at Master's level or higher degree by a recognised university; or
 - b) a substantial published work or series of works, on a transport or logistics subject. (A "substantial published work" is defined as a book or major contribution to a book. Alternatively, a number of shorter papers, which when taken together display a sufficient command of the relevant subjects and a high degree of original thought and/or analysis may be considered. These papers must be a technical or educational in nature, and have been published in a recognised professional or academic journal.)

4.5.4.2.2 Applicants who think they may be eligible for the route to Chartered Membership (CMILT) should include full details of the published work in their application.

4.5.4.2.2.1 For dissertation:

- Name of university awarding the higher degree;
- Full title of higher degree awarded;
- Date of graduation;
- Title of dissertation;
- A short abstract of the dissertation.

4.5.4.2.2.2 For other published works:

- Title(s);
- Names of co-authors (if any);
- Journal title(s) (if appropriate);
- Publisher(s);
- Date(s) of publication;
- A short abstract of work(s).

4.5.4.2.3 Applicants who meet the experience and responsibility requirements may submit the dissertation or published work for inspection by the Institute's assessors.

4.5.4.2.4 The assessors will consider if the contents of the work match with the Key Knowledge Areas determined by the International Council. If so, the assessors will recommend the applicant for election. Exceptionally, in the event that the assessors decide that there is no sufficient coverage of the criteria, but the candidate could probably demonstrate mastery of the remaining necessary areas in an interview, he/she will be recommended for a Viva Voce.

4.5.4.3 *Presentation of a Paper to a CILT Meeting*

4.5.4.3.1 The applicant may be invited to prepare a paper and present it for discussion at a CILT meeting. If the paper is later assessed as a contribution of distinction, it may be accepted as a qualification for election to Chartered Membership (CMILT). To be considered, the applicant's paper must be

original, in the sense that it is written specially for the purpose, and is completely typewritten (i.e., not in note form).

- 4.5.4.3.2 This arrangement depends upon the receipt of an invitation to present a paper as well as upon the applicant's qualifications for subsequent election to Chartered Membership. Offers to present a paper should be made to the Chair of the Membership Committee, and it should be accompanied by details of the applicant's appointment and experience, and the title of the paper.
- 4.5.4.3.3 The presentation must be made at a meeting of the Institute. The meeting must be open to members and the public. Opportunities to make a presentation are subject to the agreement of Branches and the constraints of their programmes.
- 4.5.4.3.4 The presentation will be assessed by a panel of three Chartered Fellows. If possible, one of the three should be experienced in the field chosen for the presentation and able to act as an "expert witness". The others should be committee members.
- 4.5.4.3.5 Guidelines
- 4.5.4.3.5.1 The candidate must submit to the Institute a full written paper on the subject prior to the presentation, not merely copies of slides or lecture notes. The purpose of this is to ensure that:
- The subject is acceptable. Any logistics or transport-related topic may be selected but it should cover both the specific issue and its relationship to the broader context.
 - There is a good quality of analysis, selection of material, and overall intellectual depth.
 - Suitable areas for questioning can be considered in advance, in order to test fully the candidate's knowledge and understanding.

4.5.4.3.5.2 The overall quality of the written material and the presentation should demonstrate the candidate's ability to meet the Chartered Membership (CMILT) criteria.

4.5.4.3.5.3 The length of the presentation should normally be at least 30 minutes, excluding questions and discussion time. Candidates should be able to handle and lead the discussion in an authoritative way.

4.5.4.4 Professional Paper (Thesis)

4.5.4.4.1 If the applicant is over 26 with an appointment of executive responsibility acceptable to the Council, he/she may submit a thesis or professional paper to the Institute.

4.5.4.4.2 The purpose of the paper is to enable the candidate to show:

- A satisfactory range and depth of knowledge and understanding;
- The ability to select and use relevant information from a variety of sources;
- An analytical and objective approach.

4.5.4.4.3 Any logistics or transport-related topic may be proposed and the following points should be considered:

- It should cover both the specific issue(s) and its relationship to the broader logistics and transport context;
- It must have sufficient substance to enable the candidate to produce work of required depth and scope;
- It must not be so broad and general that it lacks focus.

4.5.4.4.4 When applying to the CILT, the applicant must seek permission from the Chair of Education and Training Committee to submit a thesis with the proposed title and a comprehensive synopsis of the subject within the scope of transport or logistics, and give evidence of practical and theoretical knowledge of a high order.

4.5.4.4.5 The thesis must be an original work and should have not been published elsewhere. It must deal with a subject within

the scope of transport or logistics, and give evidence of practical and theoretical knowledge of a high order. Additionally, it may be:

- A record of sustained research or outstanding development work that the applicant has carried out; or
- An extensive critical treatment of existing practice or available information; or
- A compilation and arrangement of available information of such an extent, and of such value and utility, that it can be held as an important contribution to transport or logistics knowledge.

4.5.4.4.6 The paper should, at a minimum, contain four elements:

- Statement of objectives;
- Introduction and background;
- Discussion;
- Conclusion.

4.5.4.4.6.1 Statement of Objectives

There must be a statement of what the purpose of the paper is – what does it intend to prove, explain, analyse, etc., and why.

4.5.4.4.6.2 Introduction and Background

This section should set out the context of the subject and contain a brief account of its history and development, together with any specific information about the company or organisation, if such is involved. There should also be a brief overview of the paper, stating what main areas will be covered.

4.5.4.4.6.3 Discussion

As the main part of the paper, it should:

- Review the key area(s) being covered;
- Explain their origins and relationships to each other and to the wider transport context;
- Give supporting evidence, including published information;
- Explore specific problems and consequences.

4.5.4.4.6.4 Conclusion

The purpose of the conclusion is not just to summarise information without further comment. It should:

- Draw together the main issues already discussed;
- Review them in a logical order;
- Appraise current and future implications;
- Make recommendations, if appropriate.

4.5.4.4.7 The General Points of Style

The paper should:

- Give a balance argument, explaining both sides with approximately equal weight;
- Be objective, as far as possible;
- Check facts for accuracy, especially where historical information is involved;
- Avoid generalisations and ‘sweeping statements’;
- Ensure that all relevant issues are considered.

4.5.4.4.8 The Council would normally expect an acceptable thesis to contain 12,000–20,000 words. In addition, the thesis should be submitted in three copies. The applicant must be prepared, on request, to submit a supporting statement from a senior person in transport or logistics that, to the best of their knowledge, the thesis represents his/her own independent effort, and that it has been written specifically for submission to the CILT.

4.5.4.4.9 Papers cover a very wide range of subjects and it is not possible to set a definitive marking scheme that would be appropriate to all cases. Assessment will therefore be based on the following criteria, which are considered to be generally applicable to work at this level.

- Objectives are clearly defined and explained;
- Factual information is correct;
- Information is clearly presented and logically structured;
- Reasoning is of a satisfactory quality;
- Relevant problems are identified and analysed, with reference to both specific and wider transport issues;
- Arguments are well developed and supported with a

variety of evidence;

- Qualify of evidence is appropriately evaluated;
- Originality and independence of thinking is shown.

4.5.4.4.10 If the thesis or published work is assessed as being of a satisfactory standard, the applicant may be required to attend a Viva Voce. This will include a test of the applicant's knowledge of appropriate items in the syllabus of the Professional Qualifying Examination, as well as questions on the subject of the thesis.

4.5.4.5 Extended Essay and Viva Voce (Professional Interview)

4.5.4.5.1 To be eligible for this route, the applicant must be 30 or over and:

- a) Hold an appointment of executive responsibility acceptable to the Council; and
- b) Have successfully completed a recognised management course.

4.5.4.5.2 The purpose of the paper is to enable the candidate to show:

- A satisfactory range and depth of knowledge and understanding;
- The ability to select and use relevant information from a variety of sources;
- An analytical and objective approach.

4.5.4.5.3 The applicant must then submit for consideration an extended essay of about 5,000 words on a subject concerning with his/her logistics or transport responsibility, placing it in a wider transport or logistics context. The work should be typed or word-processed in double-spacing on A4 paper and pages should be sequentially numbered. Three copies should be provided.

4.5.4.5.4 The following should be included:

- A front sheet showing the title, name of author, date and the following statement: "Extended Essay submitted to the Chartered Institute of Logistics and Transport in Hong Kong, in partial completion of

assessment requirements under the Professional Route.”

- Brief details of the writer’s background;
- Full list of contents;
- Acknowledgments.

4.5.4.5.5 If the applicant’s essay is of the required standard, he/she will be invited to attend a Viva Voce at which the subject of the essay will be further discussed. The applicant’s own personal endeavours and approach to the subject of transport or logistics, and the relevance of his/her past experience and current task will be assessed, as will be the contribution that he/she could make to the work of the CILT, particularly in the light of any contribution he/she has already made.

4.5.5 **Membership Elections**

4.5.5.1 All applications for Chartered Membership will be reviewed by a membership election panel. This ensures the necessary peer review and consistency with the standard.

4.5.5.2 In the event of a candidate not being recommended for Chartered Membership (CMILT), other membership grades may be recommended. Advice will then be given as to how upgrading may be achieved and a target timescale will be suggested.

4.5.5.3 The applicant is given the right to appeal to the Institute. However, if applicants fail to comply with the recommended guidelines, this may affect their right of appeal.

4.6 Chartered Fellow (FCILT)

4.6.1 What is Chartered Fellowship?

Chartered Fellowship (FCILT) is the most senior grade of membership in CILT.

4.6.2 How is it Achieved?

Chartered Fellowship (FCILT) is awarded to those who can satisfy the criteria set by the International Council of CILT. Chartered Fellowship is used to designate someone who has achieved a high standard of experience and knowledge in the logistics and/or transport industries or sectors.

4.6.3 Routes to Chartered Fellowship

A table for the three routes to Chartered Fellowship is shown in Appendix J.

4.6.3.1 Route 1 - Chartered Fellowship by Upgrade

4.6.3.1.1 The normal route to Chartered Fellowship (FCILT) is by upgrade from Chartered Membership (CMILT). Further to being a current Chartered Member (CMILT), applicants for Chartered Fellowship are required to have at least seven years' (consecutive) experience at a high level of responsibility.

4.6.3.1.2 For Chartered Fellowship by upgrade, the applicant must have made or be committed to make distinguished contributions to CILT, provide an accredited record of CPD for the past two years and a CPD plan for two years in advance, and satisfy at least one of the following criteria:

- a) A current appointment of "Directorate" Grade or above in the Government

- b) A current appointment as a “Full Professor” at a Tertiary Institution
- c) A current appointment as an “Executive Director” with a logistics and/or transport company that is eligible for Organisation Membership in CILTHK
- d) Serving the Institute as a Council member for over an extended period of more than two years or serving in a Committee for more than three years, or serving as an office bearer (namely, the President, Vice President, Honorary Treasurer or Honorary Secretary) or a Committee Chair will also be eligible for upgrade to Chartered Fellowship
- e) Effective direction of advanced existing technology involving capital intensive projects
- f) Monitoring progress on an international basis, assimilation of such information and independent contributions to the development of logistics and transport science and its applications
- g) Leading research and development effort in logistics and transport resulting in the design, development of products, equipment and services to a competitive level of cost, safety, quality and reliability
- h) A current appointment at a senior position for at least seven years in transport or logistics related areas

4.6.3.1.3 For Criteria e-h in Section 4.6.3.1.2, the candidate must also provide letters of recommendation by at least two Chartered Fellows.

4.6.3.1.4 Each applicant has to provide a short one-page statement, illustrating the ways on how he/she has made or is committed to make distinguished contributions to CILTHK and how at least one of the a-h criteria listed in Section 4.6.3.1.2 has been satisfied, for consideration by the Council.

4.6.3.1.5 All applications for upgrade to Chartered Fellowship must carry the supporting signatures of three Chartered Members or Chartered Fellows.

4.6.3.2 Route 2 - Chartered Fellowship by Direct Entry

4.6.3.2.1 Election to Chartered Fellowship (FCILT) may be granted exceptionally by direct entry without the need for the seven years' qualifying experience or prior Chartered Membership (CMILT) in the cases specified in Sections 4.6.3.2.3 and 4.6.3.2.4 below.

4.6.3.2.2 Election to Chartered Fellowship (FCILT) by direct entry is not open for application. Qualified potential candidates will be approached by the Council for joining as Chartered Fellows.

4.6.3.2.3 Eminence

4.6.3.2.3.1 The candidate holds a position of such seniority and standing in logistics or transport management and has achieved such eminence that direct entry is justified.

4.6.3.2.3.2 "Eminence" is defined as the holding of a unique position of responsibility and/or influence in connection with a national or international body or organisation involved in logistics and transport.

4.6.3.2.4 Special Knowledge

4.6.3.2.4.1 The candidate has special knowledge of the theory or practice of logistics and transport in any of their branches. "Special knowledge" is defined as knowledge of such a depth or knowledge in a particular area that few other people have.

4.6.3.2.4.2 The candidate may be required to demonstrate the possession of this special knowledge by one of the methods in use by the National Council concerned, including a Viva Voce.

4.6.3.2.4.3 For Chartered Fellowship by direct entry, usually one of the following criteria has to be satisfied:

- a) A current appointment of “Directorate” Grade or above in the Government
- b) A current appointment as a “Full Professor” at a Tertiary Institution
- c) A current appointment as an “Executive Director” with a logistics and/or transport company that is eligible for Organisation Membership in CILTHK
- d) Effective direction of advanced existing technology involving capital intensive projects
- e) Monitoring progress on an international basis, assimilation of such information and independent contributions to the development of logistics and transport science and its applications
- f) Leading research and development effort in logistics and transport resulting in the design, development of products, equipment and services to a competitive level of cost, safety, quality and reliability

4.6.3.3 *Route 3 - Nomination for the Chartered Fellowship*

4.6.3.3.1 The Institute adopts a proactive approach for recruiting Chartered Fellows to recruit talented and well-established professionals to join the Institute (or upgrade) as Chartered Fellows through Council Members’ nomination.

4.6.3.3.2 Invitation for the nomination of potential candidates from the Council (each candidate needs to be nominated by one Council Member as a proposer) would be made twice a year. Initial recommendations on the suitability of the nominees will be made by the Membership Committee. Thorough consideration and discussion of the qualifications of all the nominees will then be made by the Council. Candidates will be approached by their proposers to see whether they are interested in upgrading or joining the Institute as Chartered Fellows.

4.6.4 **Membership Elections**

All applications for Chartered Fellowship will be reviewed and recommended by the Membership Committee, and submitted to the Council for deliberation and decision.

4.7 **Application Procedures for Appeal**

4.7.1 **Appeal**

If a candidate does not agree with the elected grade approved by the Membership Committee/Council, he/she has the right to appeal within three months from the date printed on the election letter. The candidate is required to write a letter addressed to the Membership Committee/Council with the supporting reason(s) for appeal. The letter should be sent to the CILTHK office with the Administration Fee for Appeal. The Membership Committee/Council shall review the appeal. The decision of the Membership Committee/Council shall be considered final.

5 MEMBERS' RIGHTS AND RESPONSIBILITIES

5.1 The Value of Membership

5.1.1 Benefits

5.1.1.1 Members of the CILT can enjoy a wide range of benefits. They are entitled to attend meetings and functions, and to receive members' discount prices at conferences and the Gala Dinner. Attendance at these gatherings gives members the opportunity to meet others in the transport and logistics spheres, and enhance their knowledge with the most up-to-date information on current developments and future possibilities.

5.1.1.2 The Institute organises conferences and seminars which address issues of topical interest. Views of the Institute are regarded by many prominent people in the industry, and the government, as the authoritative sounding board for new ideas. In addition, members receive publications, namely, *CILT World* and *CILTHK Newsletter* which keep members abreast on all topical issues in the industry and updates on the Institute. Members also have access to the library which keeps relevant transport or logistics up-to-date reference books and magazines for knowledge enhancement.

5.1.2 A True Profession

5.1.2.1 The transport and logistics industry is increasingly recognised as a profession with equivalent standards to any other profession. The designatory letters CMILT and FCILT signify a respected professional standing within the transport and logistics industry. They also signify membership of a professional body which is represented worldwide. Wherever they go, they are guaranteed to meet fellow professionals with whom common ground and interests are shared. Furthermore, the Institute's Code of Professional Conduct (See Appendix C) is a clear indication of how seriously the CILT and its members take their responsibilities.

5.2 Continuing Professional Development (CPD)

5.2.1 Background and Objectives

5.2.1.1 The competitive economic environment and the ever-changing techniques in logistics and transport industry demand CILT members to constantly update their knowledge and skills in order to maintain their professional competence and technical knowledge. The Institute recognises that it is not possible to achieve this purely through working experience. An effective continuing professional development (CPD) programme is one way in which members can seek to achieve this target.

5.2.1.2 In addition, the CPD programme is also a means to encourage members to strive for continuous improvement of their competence not only in their respective area but also in wider areas of logistics and transport industry.

5.2.1.3 The objectives of the CPD programme are:

- a) To maintain and enhance the professional knowledge of members;
- b) To assist members to acquire new knowledge and technique, to understand the recent development of logistics and transport field, and to meet the changing economic environment;
- c) To provide reasonable assurance to the public that members have the professional knowledge and skills required to perform their tasks.

5.2.1.4 The Institute recognises that the effectiveness of CPD is best measured in terms of what has been learned as well as the relevancy of the nature of CPD activities to the logistics and transport.

5.2.2 Structure

5.2.2.1 There are two categories of CPD. These are “structured” (formal learning) and “unstructured” (informal learning) CPD. CPD points are awarded to members taking part in

the structured or unstructured CPD activities.

5.2.2.2 Structured CPD can be achieved through interaction with other individuals (not necessarily other members). For example, attendance at technical meetings, seminars, lectures, courses (including pre-course or meeting preparation) could constitute structured CPD. This may also be achieved through distance learning, where the course is assessed and/or leads to a further qualification. Research on a new topic is also considered as a structured activity since the knowledge gained will be actively applied.

5.2.2.3 The following activities are considered structured CPD activities, to the extent that the prepared or reviewed material or participation by the member is relevant to professional development:

- a) Attending courses run by or under the auspices of recognised professional bodies;
- b) Post-graduate studies or other professional qualifications;
- c) Attending relevant courses run by a university or other appropriate institutions;
- d) Attending relevant courses run by a member firm in public practice, or by other business organisations;
- e) Attending courses run by a private educational establishment of a standard comparable to that described in (a) or (d) above;
- f) Writing of technical or professional articles, papers or books;
- g) Working as a lecturer, instructor or discussion leader on a structured course (repeated presentations of the course should not be considered for this purpose) or a seminar, or preparation of training materials for a structured course briefing session or discussion group;
- h) Undertaking technical research for a new piece of work provided that the research is subsequently applied;
- i) Participating in seminars organised by CILTHK or those dealing with the logistics and transport industry;
- j) Participating in conferences, briefing sessions or discussion groups;
- k) Participating in other activities recognised by the Institute for CPD purposes.

- 5.2.2.4 For structured CPD activities which require more time to achieve the goal as stipulated in clauses 5.2.2.3 from (a) to (h), the candidates will be awarded 80-100 CPD points for each of these activities. For those requiring less time as stipulated in clauses 5.2.2.3 from (i) to (k), they will be awarded 30-50 CPD points for each occasion of these activities.
- 5.2.2.5 All structured CPD activities shall be recognised by CILTHK. The organisers of these structured CPD activities shall apply to the Education and Training (E&T) Committee for recognition. The E&T Committee shall issue an accreditation letter to the organisers if the activities appropriately meet the CPD requirements. CILTHK reserves the right to charge administrative fees for such accreditation services.
- 5.2.2.6 All applications of accreditation for the purpose of CPD shall be made at least one week prior to the events. In cases where applications are made after the events, details of the activities that have taken place shall be provided for assessment.
- 5.2.2.7 The E&T Committee, being in charge of individual-based exemption, and continual professional education, shall consult the Chair of Quality Assurance Committee (QAC) for structured CPD activities which award 100 CPD points.
- 5.2.2.8 Unstructured CPD is normally achieved through private reading and study. It will usually be undertaken as part of a regular and gradual development programme.
- 5.2.2.9 The following activities constitute unstructured CPD learning activities:
- a) Reading of technical and professional literature.
Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide up to what extent reading particular items constitutes CPD, and to record these specific items on their CPD form. It is up to the E&T Committee to consider whether the activities

constitute CPD. Mere subscription to a publication does not constitute CPD.

- b) Individual home study.
Viewing of videos, television programmes, the use of audiotapes, participation in computer based learning programmes, distance learning or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) may also constitute CPD. Individuals are required to record these specific items on their CPD forms and it is up to the E&T Committee to consider whether the activities constitute CPD.
- c) Serving as a member of committees and working groups of a professional body.
- d) Participating in site visits of logistics and transport industry.

5.2.2.10 Unstructured CPD activities stipulated in clauses 5.2.2.9 (a) and (d) will be awarded 40 CPD points, with each activity spending not less than four hours.

5.2.2.11 The following activities would not normally be considered as structured or unstructured CPD activities:

- a) Normal working activities (other than research):
 - any activities carried out as part of member's daily work;
 - activities carried out outside office hours which are similar to daily work.
- b) Internal meetings:
 - held specifically for staff where the purpose is to acquaint participants with the mechanics and administration of the organisation;
 - board/partners' meetings, Annual General Meetings, Extraordinary General Meetings and other similar meetings (where the subject matter is not technical).

5.2.3 **Requirements**

5.2.3.1 Members are required to maintain sufficient records and documentary evidence to support their attendance or completion of structured CPD activities for a minimum of two years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted annually by the Institute.

5.2.3.2 It is the liability of members to keep and maintain good CPD records. In case of being selected, members must produce their own CPD records and necessary information and documentary evidence for audit at the appointed time. A sample of the CPD record form is shown in Appendix L.

5.2.3.3 In consideration of the minimum CPD requirements, the Institute recognises that the effectiveness of CPD is best measured in terms of what has been learned as well as the relevancy of the nature of CPD activities to logistics and transport. In this regard, a point system is introduced as the yardstick of this system.

5.2.3.4 The minimum CPD points required for a CMILT are at least 200 CPD points in every two calendar years. This standard will be reviewed by the Council for every six years.

5.2.3.5 Members may use their discretion in determining the supporting documentation necessary to show that they have participated in a structured CPD activity.

5.2.3.6 Credit given for unstructured CPD activities should normally not account for more than 50 percent of the total CPD activities.

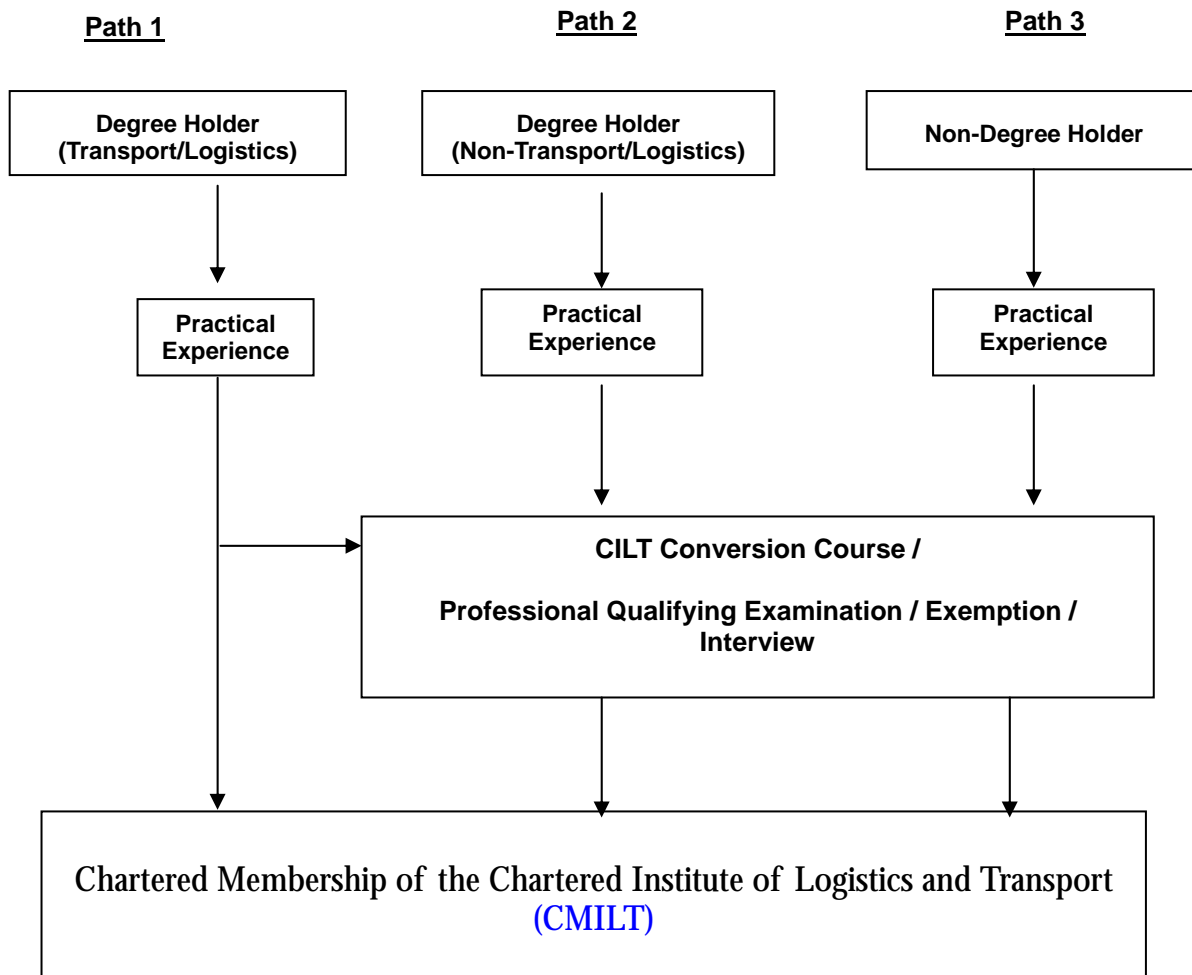
5.2.4 **Non-compliance**

5.2.4.1 The Institute's intention in introducing the CPD requirements is to ensure that the professional competence of members is maintained and enhanced. Therefore, the monitoring mechanism will initially focus on bringing members into compliance within a reasonable period of

time.

- 5.2.4.2 The Council has delegated the E&T Committee to monitor members' compliance with the requirements of CPD.
- 5.2.4.3 The E&T Committee shall carry out an annual audit of members' compliance with the CPD requirements. Each year, the Institute will generate a random sample of members to be audited. Members selected are notified in writing at the beginning of the year and required to submit to the Institute their CPD records for the immediate preceding calendar year, together with all relevant documentary evidence, wherever possible and applicable, to support attendance or completion of the structured CPD activities that they have identified in their CPD records.
- 5.2.4.4 Upon request by the E&T Committee, members shall provide the necessary information or documentary evidence within a reasonable period of time for the annual audit.
- 5.2.4.5 The E&T Committee may inquire into apparent failures by members in complying with the CPD requirements, and may deal with a complaint made in relation to CPD requirements. The determination of whether a member has breached the CPD requirements rests with the E&T Committee.
- 5.2.4.6 Members who fail to meet the minimum CPD requirements will be given advice on the appropriate CPD activities and an action plan for completing the shortfall within a reasonable period of time. The E&T Committee will give a written warning to a member for non-compliance of CPD requirements.
- 5.2.4.7 In case of persistent non-compliance with CPD requirements after two written warnings within one year, the case will be referred to the Council.
- 5.2.4.8 Extreme cases of failure to comply or persistent non-compliance with CPD requirements referred to the Council may lead to the disqualification of members.

APPENDIX A CILTHK Professional Qualification Programme



APPENDIX B Entry Requirements for the Professional Qualification Programme

Level of Qualification	Age	Education	Relevant Practical Experience	Recommended by
STUDENT MEMBER	16 to 24	a. Full-time students studying transport/logistics programme	<ul style="list-style-type: none"> ● Not required 	Not required
AFFILIATE MEMBER	+16 and 25	a. HKCEE with passing marks in five subjects including Chinese, English & Mathematics or an equivalent academic qualification	<ul style="list-style-type: none"> ● Not required 	Not required
	+16 and 25	b. Completed the secondary school education	<ul style="list-style-type: none"> ● 2 years relevant experience 	Not required
	+ 25	c. Wishes to be a CILT member	<ul style="list-style-type: none"> ● Not required 	Not required
MEMBER (MILT)	+ 18	a. Satisfactory completion of the local CILT Professional Qualifying Examination – Ordinary Level or an accredited programme/course	<ul style="list-style-type: none"> ● 3 years at supervisory level or above 	<ul style="list-style-type: none"> ● 2 CMILTs
		b. Not Required	<ul style="list-style-type: none"> ● 8 years at supervisory level or above 	<ul style="list-style-type: none"> ● 2 CMILTs
		c. Graduate of transport or logistics programme fully accredited by CILT or satisfactory completion of the local CILT Professional Qualifying Examination (Ordinary and Advanced Level)	<ul style="list-style-type: none"> ● 2 years at professional level 	<ul style="list-style-type: none"> ● 2 CMILTs
CHARTERED MEMBER (CMILT)	+ 23	a. Satisfactory completion of the local CILT Professional Qualifying Examination	<ul style="list-style-type: none"> ● 5 years at professional level 	<ul style="list-style-type: none"> ● 3 CMILTs
	+ 23	b. Degree holder of transport or logistics programme fully accredited by CILT	<ul style="list-style-type: none"> ● 5 years at professional level 	<ul style="list-style-type: none"> ● 3 CMILTs
	+ 30	c. Other degrees , including non-transport / logistics degree	<ul style="list-style-type: none"> ● 8 years at professional and managerial level, may be qualified for a Viva Voce. Each case is assessed on its own merits. 	<ul style="list-style-type: none"> ● 3 CMILTs
	+ 30	d. Non-degree holder	<ul style="list-style-type: none"> ● 12 years at professional and managerial level may be qualified for a Viva Voce. Each case assessed on its own merits. 	<ul style="list-style-type: none"> ● 3 CMILTs
CHARTERED FELLOW (FCILT)	+ 30	a. Chartered Members who have satisfied the criteria for Upgrade to Chartered Fellows	<ul style="list-style-type: none"> ● Details refer to this membership handbook – Chartered Fellowship 	<ul style="list-style-type: none"> ● 3 CMILTs
	+ 30	b. Direct Entry		

APPENDIX C Code of Professional Conduct

Members shall support the general objects of the Institute and at all times:

- Act with integrity and professionalism and carry out their duties in such a way as to promote a positive image of the Institute and their profession.
- Act responsibly to secure the welfare, health and safety of all members of their organisations and take account of the impact of their activities on the environment and the community.
- Continue their professional development throughout their careers and actively assist and encourage fellow members, as well as non-members, to advance their knowledge and expertise.
- Endeavour to serve the interests of their employers and employees without compromising professional integrity or ethics.
- Strive to build their professional reputation on merit and compete fairly where competition is appropriate.
- Actively promote international understanding, goodwill and cooperation.

APPENDIX D Key Knowledge Areas & Expertise

The opening statement (in bold type) in each case is the mandatory criterion. The bullet points that follow are some examples of particular aspects of the criterion. It is intended that applicants for Chartered Membership must be able to demonstrate knowledge and understanding in at least four of the nine areas listed below and an awareness of all the remainder. Understanding means that the applicant can discuss and give reasonable opinions on issues connected with the topic, and awareness means that the applicant knows about the topic and can give an indication of what issues may be connected with it. All applicants for Chartered membership must display a general professional knowledge of some sectors of logistics and transport in addition to the following specific requirements.

Global issues in Logistics and Transport

Society and technology

- Environmental impact, energy consumption and sustainability;
- Importance of transport in socio-economic development;
- Accessibility and inclusiveness;
- Impact of current developments in technology and interoperability with legacy systems;
- Influence of population, demographics and choice on demand.

Government and political influence

- International, national and local policy and its creation;
- Economic regulation, deregulation and privatisation;
- Integrated planning and policy;
- Influence of non-governmental organisations;
- Key elements of relevant legislation.

Markets and Customer Service

Market economics

- Economic principles of supply and demand;
- Market structures;
- Approaches to costing and pricing;
- Economics of public choice.

Providing customer service

- Differentiating between customers and end-users;
- Perception of value;
- Market orientation;
- Service level agreements;
- Providing customer service through delegation and empowerment.

Management of Resources in Organisations

Human resource management

- Delegation, authority and accountability, empowerment and decision-making;
- Motivation and leadership, performance appraisal and development;
- Manpower requirements and succession planning.

Financial management

- Cost structures, revenue generation, and strategies for managing working capital;
- Development of funds, control of expenditure and activities;
- Measurement and evaluation of financial performance.

Management of physical assets and processes

- Measurement and evaluation of performance of physical assets;
- Measurement and evaluation of performance of processes;
- Management information systems and processes;
- Risk assessment and contingency planning.

Business Strategy and Policy

Organisational strategy

- Business structure, core business, out-sourcing and franchising;
- Partnerships and collaboration;
- Setting strategic aims and providing guidance for operational and tactical decision-makers;
- Risk management.

Investment, planning and control

- Ownership and control, sources of long and short term capital;
- Procurement, investment appraisal, opportunity cost;
- Planning: distance, demand, duration, destination.

In addition, applicants must demonstrate expertise in at least one of the three areas listed below. Expertise means that the applicant can make sound professional judgments based on knowledge and the application of principle, and can use objective and independent reasoning to draw conclusions and make recommendations.

Design, Manufacture and Optimisation of Networks and Services for the Time-Related Positioning of Resource

Management of the total supply-chain

- Supply-chain concepts and models;
- Supply-chain strategy and its place in business;
- Analysis of existing supply-chains;
- Planning new and improved supply-chains;
- Challenges and key management issues in supply-chains.

Passenger and freight transport systems

- Nature of transport supply and demand; the product of transport;
- National and international regulation of transport operations and operators;
- Modes and modal choice;
- Services, types of operation and interoperability;
- Ownership and control of transport undertakings;
- Costing and pricing of transport services including social obligation and subsidy.

The provision of infrastructure

- Location of installations, connecting links and network structures;
- Interrelationship between transport and land-use;
- Options for funding and pricing infrastructure;
- Economic appraisal, social and environmental analysis;
- Demand and capacity management.

APPENDIX E Experience Criteria

The following criteria describe the essential characteristics that applicants for Chartered Membership are required to demonstrate during the specified qualifying period. The mandatory criteria are the opening statements (in bold type); the bullet points that follow each statement provide additional information about the sort of activities that will demonstrate achievement of the criterion.

Professional judgment in a broad range of complex technical or professional activities in a wide range of contexts. This includes the ability to:

- Identify potential projects and opportunities;
- Conduct appropriate research and undertake design and development of possible solutions;
- Plan and implement solutions taking a holistic approach to cost, benefits, safety, reliability, quality and environmental impact.

Personal responsibility and autonomy. This includes the ability to:

- Take responsibility for the planning and direction of important tasks;
- Make decisions and give instructions;
- Evaluate performance and take remedial action where necessary.

Responsibility for the work of others. This includes the ability to:

- Develop staff to meet the demands of changing technical and managerial requirements;
- Build teams and negotiate;
- Delegate authority and decision-making with appropriate guidance.

Responsibility for the allocation of resources. This includes the ability to:

- Plan for effective and economic acquisition and/or use of physical resources;
- Secure the budget for future operations and exercise control over expenditure and activities;
- Carry out recruitment and select and deploy people to do projects and tasks.

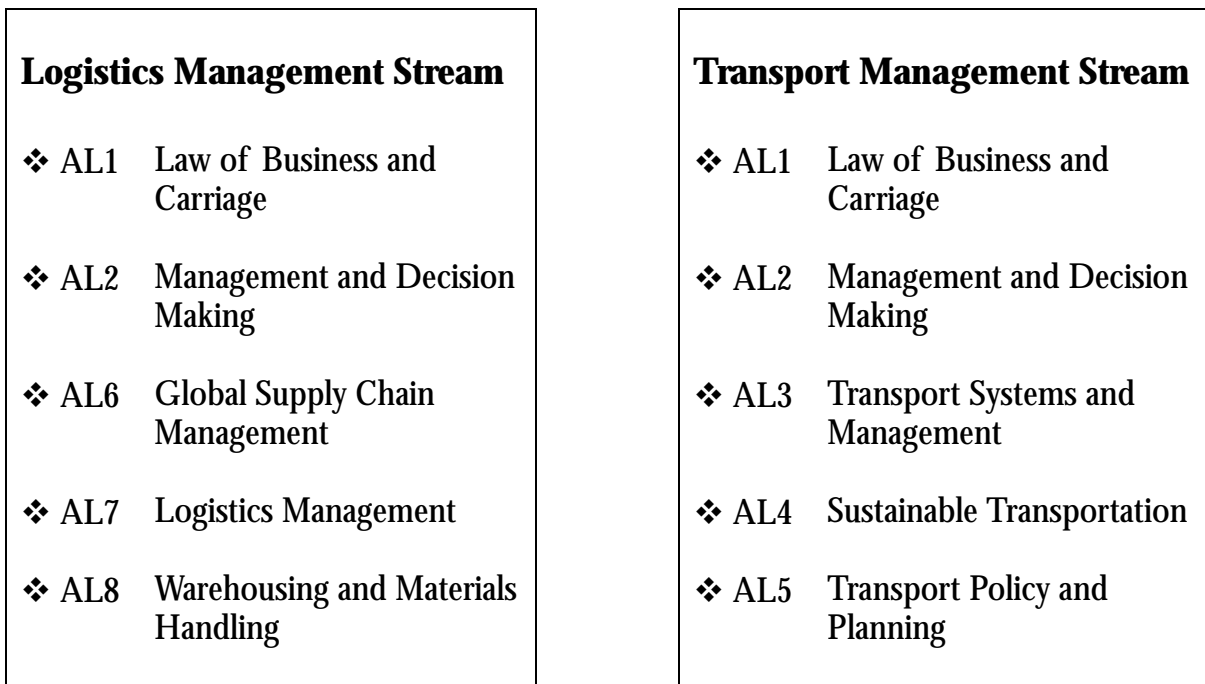
APPENDIX F **The Professional Qualifying Examination Structure**

F.1 To avoid any anxiety about drastic changes, the E&T Committee and the CILT Council assure all candidates that any necessary changes to the local CILT Professional Qualifying Examination shall be phased in gradually.

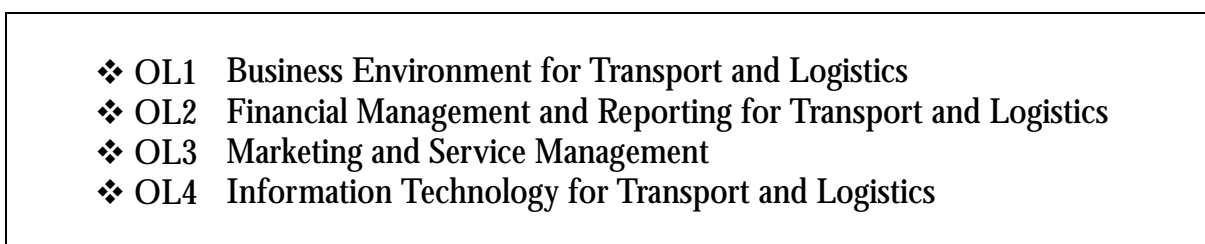
F.2 Diagram F.1 shows the structure of the local CILT Professional Qualifying Examination from 2007 onwards.

Diagram F.1 Structure of the CILT Professional Qualifying Examination

Advanced Level



Ordinary Level



- F.3 Features of the examination structure include:
- F.3.1 Each examination paper consists of a total of eight questions. Each of these papers consists of two parts, namely, Part A and Part B. All candidates are required to answer two questions from each part.
 - F.3.2 A candidate is only eligible for nomination as a Chartered Member (CMILT) of the CILT in Hong Kong when he satisfies the educational requirement of passing nine subjects.
 - F.3.3 If the candidate is a Member (MILT) of the CILTHK under the point or experience method, he/she may be exempted from Ordinary Level examination subjects. To be qualified as a Chartered member (CMILT), the candidate has to complete Advanced Level examination subjects.
 - F.3.4 In any one seating, candidates are allowed to register for any number of subjects.
 - F.3.5 Exemption from Ordinary Level subject examinations would not be granted to any candidate with incomplete qualifications.
 - F.3.6 The list of Advanced Level subjects is currently limited to eight subjects due to resource constraints. More elective subjects may be added in the future when such subjects could be identified and justified.

APPENDIX G Accredited Programmes

G.1 Local Accredited Programme

For details, please refer to www.cilt.org.hk/examination/exemption

The degrees listed on the web all give partial/full exemption from the educational requirement for Chartered Membership. Additions and amendments may be made to this list during the effectivity of this manual. Further advice and information should always be sought from the Institute.

G.2 Overseas Accredited Programme

To qualify for exemption, first degrees must usually be passed with at least second class honours. Further advice and information should always be sought from the Institute.

APPENDIX H Relevant Professional Bodies

Chartered Membership of any of the following is eligible for the Viva Voce subject to the necessary period of relevant experience and level of responsibility.

Local Professional Bodies

- H.K. Dental Association
- H.K. Institute of Civil Engineering
- H.K. Institute of Company Secretaries
- H.K. Medical Association
- H.K. Policy Research Institute
- H.K. Society of Accountants
- Hong Kong Institution of Planners
- Institute of Industrial Engineers (H.K.) Ltd.
- Law Society of H.K.
- The British Computer Society – Hong Kong Section (BCS-HK)
- The Chartered Institute of Building in H.K.
- The Chartered Institute of Management Accountants H.K. Division
- The Hong Kong Institute of Architects
- The Hong Kong Institute of Landscape Architects
- The Hong Kong Institute of Surveyors
- The Hong Kong Institution of Engineers
- The Institute of Electrical and Electronic Engineers, Inc – Hong Kong Section (IEEE-HK)
- The Institution of Engineering and Technology Hong Kong (IET-HK)
-

Overseas Professional Bodies

- Association of Chartered Certified Accountant
- Association of Professional Engineers and Geoscientists of British Columbia
- Barristers (Bar Final)
- British Computer Society

- Canadian Council of Professional Engineers
- Chartered Association of Certified Accountants
- Chartered Institute of Building
- Chartered Institute of Management Accountants
- Chartered Insurance Institute
- Chartered Institute of Personnel Development
- Chartered Institute of Public Finance and Accountancy
- Chartered Institute of Purchasing and Supply
- China Engineering and Technology Information Network
- Faculty of Actuaries in Scotland
- Federation of Engineering Institutions of Southeast Asia and Pacific (FEISEAP)
- Institute of Actuaries
- Institute of Chartered Accountants in England and Wales
- Institute of Chartered Accountants in Ireland
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Secretaries and Administrators
- Institute of Energy
- Institution of Highways and Transportation
- Institute of Industrial Administration
- Institute of Management
- Institute of Marine Engineers
- Institute of Materials
- Institute of Measurement and Control
- Institute of Statisticians
- Institution of Chemical Engineers
- Institution of Production Engineers
- Institute of Quantity Surveyors
- Institution of Structural Engineers
- Linkages to Quality Web Sites for Sustainable Development
- Royal Aeronautical Society
- Royal Institute of British Architects
- Royal Institution of Chartered Surveyors
- Royal Institution of Naval Engineers
- Royal Town Planning Institute
- Registered Medical Practitioners

- Society of Incorporated Accountants and Auditors
- Solicitors (Final Examination of the Law Society)
- The British Computer Society, UK (BCS)
- The Chartered Institution of Building Services Engineers (CIBSE)
- The Chartered Institution of Water and Environmental Management (CIWEM)
- The Engineering Council, UK (ICE)
- The Institute of Electrical and Electronic Engineers, Inc (IEEE-USA)
- The Institution of Civil Engineers, UK (ICE)
- The Institution of Electrical Engineers, UK (IEE-UK)
- The Institution of Engineers, Australia (IEAust)
- The Institution of Engineers of Ireland (IEI)
- The Institution of Mechanical Engineers, UK (IMechE-UK)
- The Institution of Professional Engineers of New Zealand (IPENZ)

APPENDIX I The Viva Voce (Professional Interview)

I.1 The Viva Voce (Professional Interview) is appropriate for candidates who are educated or professionally qualified at a level consistent with the key knowledge areas and experience criteria for Chartered Membership (CMILT). Professional qualification at the appropriate level is automatically inferred from Chartered Membership of another professional body or Chartered or equivalent status.

I.2 The Interview Panel

The panel is composed of three interviewers. The chairman and two of the panel members will be Chartered Members or Chartered Fellows.

I.3 Information to be Provided

I.3.1 Candidates are required to provide the following information with supporting documents before the interview.

- Details of educational qualifications since leaving school, including name of educational institution and the full title of any award gained.
- Full employment history with all relevant dates (month and year).
- A full description of responsibilities held and any notable achievements. Job titles alone do not provide sufficient information for the Panel to make a decision.
- If possible, an organisation chart showing the applicants' position in the organisation and to whom they report.
- Professional body membership.

APPENDIX J Comparison Table for the Three Routes to Chartered Fellowship

Route	Target	Criteria for Evaluating Potential Candidates	Documents to be submitted
1) By Upgrade “The normal route”	1) Existing CMILT and 2) Seven years’ experience at a high level of responsibility	1) At least seven years’ (not necessarily consecutive) experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one of the eight criteria (a to h) laid down in the Membership Handbook	Application made by the applicant Completed Application Form including: 1) one-page summary 2) CPD record of the previous two years 3) CPD plan for the next two years 4) Supporting signatures of three CMILTs or FCILTs 5) Letters of recommendations by at least 2 Chartered Fellows (for Criteria e to h only)
2) By Direct Entry “May be granted exceptionally”	1) Eminence Or 2) Special knowledge (No need to be CMILT)	1) Usually, meeting one of the four criteria set out in the Membership Handbook (a to d) Notes: - “Eminence” is defined as the holding of a unique position of responsibility and/or influence in connection with a national or international body or organisation involved in logistics and transport. - “Special Knowledge” is defined as the knowledge of such depth or knowledge in a particular area that few other people have. A Viva Voce may be required in such case.	Application made by the person who makes the nomination Person who nominates: Submit a one-page summary for the nominee Upon election: - Candidate elected by Eminence to complete the Application Form with personal information only - Candidate elected by Special Knowledge to fully complete the Application Form as listed under Route 1 (By Upgrade) above
3) By Nomination “a more proactive approach”	1) “talented and well-established professionals” (No need to be CMILT)	1) At least seven years’ (not necessarily consecutive) experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one of the eight criteria (a to h) laid down in the Membership Handbook Or 1) Make very special and substantial contribution to CILT	Application made by a Council Member Council member: 1-page summary for the nominee Upon election: Candidate to complete the Application Form with personal information only

APPENDIX K Fees and Charges

K.1	Fee Schedules (non-refundable)	<i>(with effect from 1 July 2005)</i>	HK\$
	Application Fee		100
	Administration Fee for Appeal		300
	Election Fees for Direct Entry		
	Affiliate(A)		225
	Member (MILT)		225
	Chartered Member (CMILT)		600
	Chartered Fellow (FCILT)		1,125
	Election Fee for Upgrade to Chartered Member/Fellow		450
	Exemption Fees		
	By Route 2 – Accredited Exempting Programme/Point System (for MILTs only)		600
	By Route 3 – The Professional Entry Route (Viva Voce)		750
	Annual Subscription Fees*		
	Student (S)		120
	Affiliate (A)		520
	Member (MILT)		520
	Chartered Member (CMILT)		900
	Chartered Fellow (FCILT)		1,300
	* <i>Members should renew their membership in October each year</i>		

K.2 Subject to applications, subscription rate of members aged 60 and above with over 10 years of membership with CILTHK would be reduced by 50 percent.

K.3 Members should renew their membership in October of each year.

K.4 Annual Subscription Notice will be issued prior to the renewal deadline.

K.5 An administration fee of HK\$100 would be charged for the replacement of a lost certificate.

K.6 An administration fee of HK\$30 would be charged for the replacement of lost Membership Card.

APPENDIX L Continuing Professional Development Records

Continuing Professional Development (CPD) Records

Page 1 of 4

Period covered: 1 January to 31 December _____

Name: _____

CILT Membership Number: _____

Structured CPD	Relevant date/ periods	No. of points	What have I done? (learning activity)	What have I learnt?	What is the follow-up? (further action)
(1) Courses, seminars, conferences, briefing sessions or group discussions					
(2) Writing of technical articles, papers or books					
(3) Working as a lecturer, instructor or discussion leader on a structured course or preparation of training materials for a structured course briefing or discussion group					
(4) Undertaking technical research for a new piece of work provided the research is subsequently applied to an engagement					

(5) Others (specify):					
(6) Others (specify):					
(7) Others (specify):					

**TOTAL STRUCTURED
CPD POINTS:**

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Unstructured CPD	Relevant date/ periods	No. of points	What have I done? (learning activity)	What have I learnt?	What is the follow-up? (further action)
(1) Reading technical or professional literature					
(2) Individual home study (use of audiotapes, videotapes, correspondence courses, computer based learning programmes, etc. where there is no interaction with other individuals and no assessments are provided)					

(3) Serving as a member of committees or working groups of a professional body or a technical committee					
(4) Others :					
TOTAL UNSTRUCTURED CPD POINTS :					

Summary of CPD Activities

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No. of Structured CPD points													
No. of Unstructured CPD Points													
Total CPD hours													

Note:

- (i) A soft copy of this form can be downloaded from the CILTHK’s website (www.cilt.org.hk).
- (ii) Members are required to ensure that CPD activities must be work relevant. Please refer to the CPD requirements.
- (iii) Members are required to maintain records and documentary evidence sufficient to support their attendance or completion of all CPD activities for a minimum of two years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted by the Institute annually.