

## **Guideline for Application of the CIWEM and HKIE Membership under the Reciprocal Recognition Agreement (RRA)**

### 1. Reciprocal Recognition on Professional qualifications

1.1 Under the Reciprocal Recognition Agreement (hereinafter the RRA) signed between the Hong Kong Institution of Engineers (HKIE) and the Chartered Institution of Water and Environmental Management (CIWEM) on 6<sup>th</sup> May 2009, Members of HKIE in the Chemical (CML), Civil (CVL), Environmental (ENV) and Mechanical (MCL) Engineering Disciplines and Members of CIWEM who are Chartered Engineers (the Chartered Engineer status must be obtained through Professional Review (including interview) by CIWEM) will be accorded the corresponding Membership of the other on receipt of an acceptable application. This guideline aims to outline the application procedures for Member of HKIE under the abovementioned disciplines and Member of CIWEM under the RRA.

1.2 The RRA between the HKIE and the CIWEM does not cover Fellow to Fellow application. However, if a Fellow of CIWEM has gone through the normal procedures and assessments for Member by CIWEM and has obtained CEng through CIWEM, he/ she is eligible to apply for MHKIE via the RRA. Similarly, if a Fellow of HKIE applies for Member of CIWEM, similar mechanism is also applicable as long as the Fellow was admitted via the standard route of normal procedures and assessments for MHKIE.

### 2. Procedures for Application for Member of CIWEM

2.1 When a Member of HKIE of either one or more than one of the above four disciplines covered under RRA, and he/ she obtained his/ her membership through the standard route (i.e. recognized qualifications, application, professional assessment plus interview) applies for Membership of CIWEM, the applicant has to submit to CIWEM Headquarters in UK the following :-

- Completed application form (Form of Application for Membership of the Institution in the Grade of Member);
- Completed Mandatory Competences Evidence of Attainment of Mandatory Competences Member/ CEng/ CSci/ CEnv);
- Relevant supporting documentation; and
- The application fee.

2.2 Application should be supported by two sponsors who must be corporate members of CIWEM or, exceptionally, chartered members of equivalent bodies. If the sponsor(s) is not a member of CIWEM, he/she should confirm his/her status in writing on official headed paper.

2.3 If neither of the sponsors is familiar with the work of the applicant, the signature of the applicant's supervisor should be provided on the application form.

2.4 Before filling out the Form, "Evidence of Attainment of CIWEM Mandatory Competences", applicant should read through the guidance notes carefully. For each of the Mandatory Competences, statement should not be more than 100 words. Each statement has to be signed and dated by either the applicant's Sponsor/Supervisor/Mentor.

2.5 The CIWEM Headquarters will check with the HKIE on the HKIE qualifications of the applicant and whether the applicant has a good standing as a Member of the HKIE.

2.6 The completed application will be taken to the Professional Board for consideration as to whether

the competences and experience are acceptable. If the information submitted by the applicant is considered adequate for being admitted to Corporate Member, the subsequent step 2 of professional review (including preparation of a Career Report, a Report on Projects; plus an interview) may be waived.

2.7 The Professional Board reserves the right to interview the applicant if there is any doubt about qualification and or experience.

2.8 Once the application submission is received by CIWEM HQs, it will be passed on the Professional Board for consideration and progression to the next stage.

### 3. Procedures for Application for Member of HKIE

3.1 All applicants should submit a normal application using “FORM 1/M” (Application for Election or Transfer to the Class of Member) or “FORM 1/DA” (Application for Admission in an Additional Discipline by Reciprocal Recognition) accompanying by the application fee and the following documents/ submissions ::

- Certified true copy of all relevant documents;
- Identify which Discipline (i.e. Chemical, Civil, Environmental or Mechanical) he/she considers it would be appropriate for him/ her to be enrolled.
- Applicants are advised to highlight their experience in the applying Discipline in the application form or CV attached to the application for review by the respective Discipline Advisory Panel (DAP). The DAP after reviewing the application may require the applicant to submit further information which maybe an experience report to substantiate the applicant’s experience in the applying Discipline.

3.2 Two Corporate Member supporters, in the same discipline as the applicant are required to complete FORM 1/M. One Corporate Member Supporter, in the same discipline as the applicant is required to complete FORM 1/DA.

3.3 Initial checking on the application would be conducted by the HKIE Secretariat on the academic qualifications. The Secretariat would also check with the CIWEM Headquarters on the CIWEM qualifications of the applicant and whether the applicant has a good standing as a Member of CIWEM.

3.4 All completed application will be submitted by the Secretariat to the respective Discipline Advisory Panel (Chemical, Civil, Environmental and Mechanical) for assessment.

3.5 Applicants may be required to take further assessment under the following circumstances :

Applicants who have obtained their substantive training and experience in a jurisdiction shall apply for Membership in that jurisdiction first. If these applicants wish to apply for Membership in another jurisdiction first, their submissions under this Agreement could be subject to a review which may comprise any or all of the following :

- (a) Submission of a training and experience;
- (b) Interview;
- (c) Essay test;
- (d) Submission of record of continuing professional development.

Each Institution has the discretion to determine on the extent and scope of the review.

Applicants for Membership of the HKIE shall identify the discipline in which they consider it would be appropriate for them to be enrolled. They are strongly advised to highlight their relevant experience, including duties and responsibilities in a particular project, in the applying discipline in preparing the submission for assessment. Acceptance to a discipline may include a partial professional assessment consisting of examination of a report on training and experience, and an interview.

3.6 In the case a Professional Review Interview and or submission of additional information is needed, the Secretariat shall notify the applicant accordingly and arrange the Professional Review Interview whichever is applicable.

3.7 For normal applications not including cases with specific complexity, it would take HKIE three months to complete the assessment of the application not including the response time of CIWEM HQs.

Compiled by : CIWEM HK

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