

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN HONG KONG

Membership Handbook

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1. BACKGROUND

1.1 The Chartered Institute of Logistics and Transport

1.1.1 The Chartered Institute of Logistics and Transport ("CILT") possesses a long history dating back to 1919 when The Institute of Transport, as it was formerly named, was established in the United Kingdom. During the First World War, both motorised land transport and aviation had become reliable modes of transportation, in addition to shipping and railway. The logistics problems incurred by war and the establishment of these transport modes made it obvious and essential that the transport as an individual subject had to be explored, studied and developed to ensure resources to be used as efficiently and effectively as possible.

1.1.2 The Institute of Transport was granted a Royal Charter on 26th November 1926 to advance as The Chartered Institute of Transport ("CIT") with aim "to promote, encourage, and coordinate the study and advancement of the science and art of transport in all its branches". The CIT had long been an international organisation. 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") to truly reflect its extended professional status with greater autonomy and broader accommodation of its massive members.

1.1.3 CILT currently has over 30 Territory Organisations and Institute Branches around the world, with more than 35,000 members working in over 100 countries.

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 a leading professional body for those engaged in the transport and logistics industry covering air, sea and land of both passenger and freight transportation.

The Chartered Institute of Transport firstly set up its Hong Kong Branch in 1968. On 1st October 1991, the Hong Kong Section was upgraded to National Council status (now renamed as Territorial Organisation) and was renamed as The Chartered Institute of Logistics and Transport in Hong Kong ("CILTHK") to align with the change of the Institute's status in late 2001. This change granted CILTHK the authority to handle Institute's matters independently whilst observing commonly agreed professional standards.

Currently, CILTHK has about 2,000 members working in a wide range of sectors in the transport and logistics industry, such as supply chain, logistics, aviation, maritime, railway, road transport, research and academia, government service, consultancy and the like.

2. VISION AND OBJECTIVES

2.1 Vision Statement

Its vision is to be recognised as the first choice professional body for the Supply Chain, Logistics and Transport Industry.

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; and
- f) Provide professional, authoritative and apolitical views on transport and logistics policy issues.

3. MEMBERSHIP OF THE INSTITUTE

3.1 CILT Membership

There are six (6) different membership grades, including Student, Affiliate, Member ("MILT"), Chartered Member ("CMILT"), Chartered Fellow ("FCILT") and Honorary Chartered Fellow ("FCILT").

The official post-nominal titles or designatory letters such as MILT, CMILT and FCILT can be used after individual member names to represent their respective membership and professional status.

3.2 Membership Grades

3.2.1 Student

3.2.1.1 This is the starting grade for those who are studying full-time academic programmes on transport and/or logistics with intention to pursue progressive membership.

3.2.2 Affiliate

3.2.2.1 The grade of Affiliate suits for those who are interested in logistics and/or transport. The minimum entry requirement is passing five (5) subjects including English, Mathematics and Chinese at the Hong Kong Diploma of Secondary Education Examination ("HKDSE") or equivalent; or have attained a vocational qualification recognized by the Institute.

3.2.2.2 This grade also suits for those who would like to participate in activities of the

Institute but cannot or may not satisfy all requirements leading to the status of Member (“MILT”) or Chartered Member (“CMILT”) for the time being.

3.2.2.3 The members of Affiliate can further pursue to senior membership after satisfying the preset requirements of the Institute.

3.2.3 **Member (“MILT”)**

3.2.3.1 Student Member or Affiliate Member can be upgraded to Member (“MILT”) after passing the Institute’s examination and satisfying other requirements of the Institute.

3.2.3.2 Alternatively, individual applicant can apply for Member (“MILT”) directly by demonstration of his/her appropriate qualification(s) and related working experience.

3.2.4 **Chartered Member (“CMILT”)**

3.2.4.1 This is the core professional grade of the Institute. In addition to other requirements, an applicant should possess at least five (5) years of working experience in transport and/or logistics at managerial or professional level recognized by the Council. (Please refer to Section 4.5)

3.2.4.2 There are alternative routes for mature and experienced professionals to satisfy the academic and working experience requirements of the 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 of the Institute. In addition to other requirements, a Chartered Fellow should currently hold a senior managerial position or directorship position or equivalent in transport or logistics with at least seven (7) years of related experience recognized by the Council at time of his/her application. (Please refer to Section 4.6)

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

3.2.6 **Honorary Chartered Fellow (“FCILT”)**

3.2.6.1 Honorary Chartered Fellow shall be a person who is conferred such title by the Council in recognition of his/her outstanding meritorious contribution to the Institute or to the transport and/or logistics profession and, who has also registered as a Chartered Fellow of the Institute.

3.3 **Organisation Member**

Organisation Member is open to those body corporations, business organisations, professional bodies or entities engaging in management and operation of any principal forms of transport, supply chain, logistics and the

like with preset requirements recognized by the Council for accepting them as an Organisation Member of the Institute. (Please refer to Section 4.7)

4 HOW TO BECOME A MEMBER

4.1 Application Process

An applicant shall submit application form with copy of all his/her documentary evidence and appropriate application fee to the Office of CILTHK for preliminary assessment. The application form is downloadable from the website of CILTHK.

The preliminary assessment is to check and ensure all basic information contained in the application form and documentary evidence are sufficient and clear before proceeding the application further.

Based on the information submitted by the applicant, a Membership Election Panel formed by the Chair of the Membership Committee and at least two (2) members at grades of Chartered Member or Chartered Fellow shall assess the application to deliberate the granting of suitable membership grade to the applicant for the approval of the Council. During the assessment process, the applicant may be asked to provide additional evidence or clarification to support his/her application.

The decision of the Council of CILTHK on each membership application is final.

4.1.1 Application Procedures

Step 1:

Check the membership entry requirements of respective member grade as detailed in this handbook.

Step 2:

Complete the Membership Application Form.

Step 3:

Provide sufficient information for the application as per the check list in the application form, in particular the following items:

- a) Details of academic qualifications attained, including name of educational institution(s) and full title(s) of academic qualification.
- b) Related working experience in chronological order (month and year).
- c) For each working experience, detail working title, scope of work or job description, responsibilities and any notable achievement(s).
- d) If possible, provide an organisational chart showing the applicant's position in the organisation, the working title of his/her supervisor and the working title(s) and number of his/her subordinates.
- e) If applicable, membership of other relevant professional bodies.

Step 4:

For application of CMILT or FCILT, the applicant is required to seek two (2) members at grade of CMILT or FCILT for signing on his/her application form as referrals.

If an applicant is unable to find suitable persons for signing on his/her application form as referrals, he/she can contact the Office of CILTHK for possible assistance.

Step 5:

Follow the check list on the application form to ensure all items required are duly completed. Send the completed application form with copy of documentary evidence and application fee to the Office of CILTHK.

4.2 Student

4.2.1 *What is Student grade?*

Student grade is the starting grade of the CILT membership.

4.2.2 *Entry Requirement*

4.2.2.1 Student who is studying full-time academic programme on transport and/or logistics.

4.3 Affiliate

4.3.1 *What is the Affiliate grade?*

Affiliate is entitled to all benefits of CILT membership, except voting rights and bearing of post-nominal title or designatory letters after the member's name.

4.3.2 *Routes to Affiliate Membership*

4.3.2.1 *Route 1*

Applicant is interested in logistics and/or transport with passing five (5) subjects including English, Mathematics and Chinese at the Hong Kong Diploma of Secondary Education Examination ("HKDSE") or equivalent.

4.3.2.2 *Route 2*

Applicant has completed secondary school education and with at least two (2) years of relevant working experience in transport and/or logistics.

4.3.2.3 *Route 3*

Applicant who may not fulfill all requirements at this stage, but would like to pursue for Member ("MILT") or Chartered Member ("CMILT").

4.3.3 Graduate Membership

Graduate Member is an optional title for Affiliate who has completed and attained one of the following qualifications:

a) Satisfactory completion of a fully accredited programme in transport

- and/or logistics recognized by the Council; or
- b) Full completion of the CILTHK Professional Qualifying Examination both at Ordinary and Advanced Levels.

4.4 Member (“MILT”)

4.4.1 *What is the MILT grade?*

4.4.1.1 MILT is entitled to all benefits of CILT membership and is allowed to use post-nominal title or designatory letters – MILT after the member’s name.

4.4.2 *How is it Achieved?*

MILT is awarded to an applicant who can satisfy the criteria set by the International Council of CILT. These criteria cover two (2) distinct areas: educational attainment and level of supervisory responsibility. The candidate should meet these criteria in order to be qualified as MILT.

4.4.2.1 Key Knowledge Areas and Knowledge Levels required for MILT Membership are detailed in Appendix D.

4.4.3 *Routes to MILT Membership*

4.4.3.1 *Route 1*

Applicant passes the Ordinary Level of the Institute’s Professional Qualifying Examination (see Appendix E) or specific accredited programme/course with at least three (3) years of relevant working experience at supervisory level in transport and/or logistics industry. Applicant can refer to the Institute’s *Quality Assurance Handbook* for details about the local CILTHK Professional Qualifying Examination.

4.4.3.2 *Route 2*

Applicant possesses the qualification of Recognition of Prior Learning (Logistics or Import & Export) of the Hong Kong Qualifications Framework (“HKQF”) at Level 4 with at least six (6) years of relevant supervisory experience in transport and/or logistics industry.

4.4.3.3 *Route 3*

Applicant possesses at least eight (8) years of relevant supervisory experience in transport and/or logistics industry.

4.4.3.4 *Route 4*

Applicant passes the Ordinary Level and the Advanced Level of the Institute’s Professional Qualifying Examination (see Appendix E) or possesses a fully accredited graduate, postgraduate or equivalent qualification (See Appendix F) with at least two (2) years of relevant working experience at professional level in transport and/or logistics industry.

4.4.3.5 *Route 5*

Applicant is a holder of bachelor degree in any discipline with at least three (3) years of relevant supervisory working experience in transport and/or

logistics industry.

4.5 Chartered Member (“CMILT”)

4.5.1 What is Chartered Membership?

4.5.1.1 Chartered Membership (“CMILT”) is the core professional grade 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 possess:

- a) formal accreditation of knowledge, understanding and application at the level required for a university degree with content that matches with the Key Knowledge Areas and Knowledge Levels specified by the Council;
- b) a total of at least five (5) years of experience in some level of professional/managerial responsibility, with at least two (2) of those years at a senior level as defined by the Council’s experience criteria.

Note that these periods need not to 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 Territorial Organisations may devise their own ways for determining whether applicants meet them. This guide on Chartered Membership is related to the methods used by CILTHK as the Territorial Organisation for Hong Kong.

4.5.2.3 Key Knowledge Areas and Knowledge Levels require for Chartered Membership are detailed in Appendix D.

4.5.3 ***Routes to Chartered Membership***

The Council of the Institute approves three (3) broad routes by which applicants may satisfy the educational requirements for Chartered Membership ("CMILT").

4.5.3.1 ***Route 1 – Institute's Own Professional Qualifying Examinations***

The Institute maintains its own educational qualification for Chartered Membership. Applicant who has passed the Institute's Professional Qualifying Examination (see Appendix E) 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 CILTHK 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 F). Holder of one of these qualifications automatically satisfy the educational requirement, provided any specific conditions laid down for a particular award are met. Please note that this applies only to the specific qualifications on the register as only these qualifications have been assessed and formally accredited for meeting the Key Knowledge Areas. Holder of one of these qualifications also earns credit as equivalent to one (1) year of the five-year experience requirement.

4.5.3.3 ***Route 3 – Professional Entry Routes***

The Professional Entry Routes are intended for experienced professionals who cannot meet the specific educational requirements of Route 1 or 2, 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 "Professional Entry Routes" in Section 4.5.4.

4.5.4 ***Professional Entry Routes***

4.5.4.1 ***Viva Voce (Professional Interview)***

4.5.4.1.1 The Viva Voce (Professional Interview) (see Appendix G) is appropriate for applicants who are educated or professionally qualified in a relevant area. To be qualified to take a Viva Voce, the applicant must satisfy one of the following criteria:

- a) A chartered member of one or more of relevant professional bodies with at least five (5) years of relevant practical experience at professional/managerial level recognized by the Council; or
- b) A recognised honours degree holder in a discipline relevant to transport and/or logistics with at least six (6) years of relevant practical experience at professional/managerial level; or
- c) Holder of a qualification of Recognition of Prior Learning (Logistics or Import & Export) of the Hong Kong Qualifications Framework at Level 4 plus the passes of the CILTHK PQE AL1 (Law of Business and Carriage) and another CILTHK PQE Advanced Level subject with at least six (6) years of professional/managerial experience in transport and/or logistics industry; or
- d) A recognised honours degree holder in any discipline with at least eight (8) years of practical experience at professional/managerial level in transport and/or logistics industry; or
- e) A non-degree holder with at least twelve (12) years of relevant practical experience at professional/managerial level in transport and/or logistics industry.

The granting for sitting in a Viva Voce to an applicant is 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 (3) interviewers: the chairman and other two (2) members at grade of Chartered Members or Chartered Fellows of the Institute. The purpose of the interview is primarily to ascertain if the applicant'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 ***Research and Published Works***

4.5.4.2.1 If the applicant has completed:

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

- 4.5.4.2.2 Applicant possesses a doctorate dissertation on his/her research work in logistics and/or transport industry leading to the award of a doctorate degree by a recognized university can be considered as satisfying the educational requirements of CMILT. In addition, his/her research work at doctorate degree level can be considered as equivalent to three (3) years of relevant working experience.
- 4.5.4.2.3 As for the dissertation or thesis, should submit:
- Name of university awarding the higher degree;
 - Full title of higher degree awarded;
 - Date of graduation;
 - Title of dissertation or thesis;
 - Abstract of the dissertation or thesis.
- As for other published works, should submit:
- Title(s);
 - Names of co-authors (if any);
 - Journal title(s) (if appropriate);
 - Publisher(s);
 - Date(s) of publication;
 - Abstract of each published work.
- 4.5.4.2.4 Applicant who meets the experience and responsibility requirements may submit the dissertation or thesis or published work(s) for inspection by the Institute's assessors.
- 4.5.4.2.5 The assessors will consider if the contents of the work(s) match with the Key Knowledge Areas determined by the International Council. Exceptionally, in the event that the assessors consider that there is insufficient coverage of the criteria, but the applicant could probably demonstrate mastery of the remaining necessary areas in an interview, the assessors will recommend the applicant for a Viva Voce.
- 4.5.4.3 ***Presentation of a Paper at a CILTHK Meeting***
- 4.5.4.3.1 The applicant may prepare a paper and presents it for discussion at a CILTHK meeting. If the paper is assessed as a contribution of distinction, it may be accepted as a qualification for election to Chartered Member ("CMILT"). The presentation must be made at a meeting of the Institute. The meeting must be open to members and the public.
- 4.5.4.3.1 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 in recognized formal written formats such as APA or Harvard style.
- 4.5.4.3.2 The applicant can submit a proposal for presenting a paper as assessment for membership application. The proposal shall include the title of the paper and

its brief along with the academic qualifications and working experience of the applicant. The Membership Committee will decide whether the proposal and subsequent presentation can serve as a way for assessment of membership application.

4.5.4.3.4 The presentation will be assessed by a panel of three members: the Chairman who is a Chartered Fellow and other two members at grade of Chartered Member or Chartered Fellow. If possible, one of the three should be experienced in the field chosen for the presentation and able to act as an “expert witness”.

4.5.4.3.5 ***Guidelines***

4.5.4.3.5.1 The applicant 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 can 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 materials, 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 materials and the presentation should demonstrate the applicant’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 thirty (30) minutes, excluding questions and discussion time. Applicant 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 possesses an appointment of senior managerial 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/or transport context;
 - It must have sufficient substance to enable the applicant 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 CLT, the applicant must seek permission from the Chair of the 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 industry for consideration.
- 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; and
 - 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 and/or logistics context;
 - Give supporting evidence, including published information; and
 - 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; and
 - Make recommendations, if appropriate, and/or conclusive statements.
- 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'; and
 - 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 printed form and softcopy of the same should be submitted. The applicant must be prepared, on request, to submit a supporting statement from a senior person in transport and/or logistics industry 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 CILTHK.
- 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;
 - Quality of evidence is appropriately evaluated; and
 - 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:
- a) Hold an appointment of senior managerial 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; and
 - 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 in double-spacing on A4 paper and pages should be sequentially numbered in printed form and softcopy of the same should be submitted.
- 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; and
 - Acknowledgments and references.
- 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 education and current task will be assessed, as well as the contribution that he/she could make to services of the CILTHK, and particularly 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 an applicant 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 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 industry.

4.6.2.1 Key Knowledge Areas and Knowledge Levels require for Chartered Fellowship include (see Appendices D).

4.6.3 *Routes to Chartered Fellowship*

A table for the three (3) routes to Chartered Fellowship is shown in Appendix H.

4.6.3.1 *Route 1 - Chartered Fellowship by Upgrade*

4.6.3.1.1 The normal route to Chartered Fellowship ("FCILT") is by upgrading from Chartered Membership ("CMILT"). If currently is a Chartered Member ("CMILT"), application for Chartered Fellowship is required to have at least seven (7) years' experience at a high level of responsibility.

4.6.3.1.2 For application of Chartered Fellowship by upgrade, the applicant must have made or be committed to make distinguished contributions to CILT, provide an accredited record of Continuing Professional Development ("CPD") for the past two (2) years and a CPD plan for two (2) years in advance, and satisfy at least one (1) 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 more than five (5) years, or serving as an office bearer (namely, the President, Vice President, Honorary Treasurer or Honorary Secretary) or a Committee Chair for more than one (1) term (i.e., total two (2) years) 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 applications

- g) Leading research and development effort in logistics or 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 (7) years in transport and/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 (2) Chartered Fellows.
- 4.6.3.1.4 Each applicant has to provide a short one to two page(s) of statement, illustrating the ways on how he/she has made or is committed to make distinguished contributions to CILTHK and how at least one (1) of the a-h criteria listed in Section 4.6.3.1.2 has been satisfied, for the consideration of 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 of the seven (7) 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 and/or transport industry 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 or transport industry.
- 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 in such depth 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 Territorial Organisation 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 or transport science and its applications
- f) Leading research and development effort in logistics or 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 Nomination of potential candidates must be from the Council (each candidate needs to be nominated by one (1) Council Member as a proposer). 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 *Organisation Member*

Organisation Members shall be those body corporations, business organisations, professional bodies or entities which engage in management and operation of a principal form of transport, supply chain, logistics or other activities recognized by the Council that they could be accepted as an Organisation Member of the Institute.

4.7.1 *What is Organisation Member?*

As an Organisation Member (“OM”), your organisation or company will be in close connection with The Chartered Institute of Logistics and Transport at worldwide level and also demonstrates that your organisation or company is one of the major participants in the transport and/or logistics industry. Through the participation in professional seminars and activities arranged by

CILTHK, OM is able to keep abreast of the latest development and business opportunities in the industry and to explore and build up meaningful connections with potential partners. Staff members of OM are also able to acquire latest professional knowledge and innovations in the industry through attending seminars, professional training as well as discussion and sharing with other members of the Institute for well equipping themselves professional status and career development in the industry. OM is allowed to use a symbolic logo of “CILT Affiliate” on its website, printing documents and promotional materials to proclaim that you are an Organisation Member of CILTHK for pursuing “Partnership for People’s Development in Logistics and Transport Industry”. ”.

4.7.2 ***How is it Achieved?***

4.7.2.1 Being our Organisation Members, the Organisation/ Company/ Institute must actively involve in:

- a) Air, sea, land, railway, passenger or freight transport; or
- b) Logistics; or
- c) Transport and/or logistics related services; or
- d) Transport and/or logistics related research and development.

4.7.2.2 ***Incorporated Company/ Statutory Body/ Registered Organisation***

An incorporated company, statutory body or registered organisation in Hong Kong must have over one (1) year of operation and with limited liability. The three tiers of Organisation Member:

a) **Diamond**

- By invitation or by application from a company/organisation with scale at OM status for eight (8) consecutive years;
- A minimum of twelve (12) full-time staff members; or
- A minimum paid-up capital of HK\$500,000 or above (for limited company with shares).

b) **Gold**

- A minimum of twelve (12) full-time staff members; or
- A minimum paid-up capital of HK\$500,000 or above (for limited company with shares).

c) **Silver Plus**

- A minimum of six (6) full-time staff members; or
- A minimum paid-up capital of HK\$200,000 or above (for limited company with shares).

4.7.2.3 ***Academic Institution/ Research Centre***

An academic institution/research centre must be able to demonstrate its material affiliation with a local university/college. The academic institution/research centre must have at least two (2) staff members being the members of the Institute.

4.7.3

Advantages for being an Organisation Member (“OM”)

- Demonstrate as one of the major players in the industry for image building and exposure;
- Extend visionary ability and network reaching for business sustainability and beyond;
- Understand latest technology development and their applications in the industry for keeping innovation and competitiveness;
- Connect with other OM and individual professional members for business cooperation and talent searching;
- Learn best practices from other OM and professional members in the industry
- Uplift professional competence of staff members through participation in CILTHK activities;
- As an Organisation Member, you are entitled to nominate your staff members for enjoying benefits and participating in activities of the Institute:-
 - at most eight (8) staff members for Diamond category;
 - at most four (4) staff members for Gold category;
 - at most two (2) staff members for Silver Plus.

4.8

Appeal on Membership Application

4.8.1

Appeal Procedure

If an applicant does not agree with the election result approved by the Membership Committee and the Council, he/she has the right to appeal within three (3) months from the date printed on the letter of election result. The applicant is required to write a letter addressing to the Membership Committee and the Council with supporting reason(s) for appeal. The letter should be sent to the Office of CILTHK with payment of administration fee for appeal. The Membership Committee and the Council will study and review the appeal and reply to the applicant.

The decision of the Membership Committee and the Council is final.

5

RIGHTS AND RESPONSIBILITIES OF MEMBERS

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 enjoy members' discount prices at conferences and Institute activities. Attendance at these gatherings gives members the opportunity to meet others in the transport and logistics industry, and enhance their knowledge with the most up-to-date information on current developments and future possibilities.

5.1.1.2

Newly elected members who are conferred as Chartered Fellow (“FCILT”) or Chartered Member (“CMILT”) will have opportunity to receive their membership certificates at a prestige occasion such as at Gala Dinner or

Annual General Meeting.

5.1.1.3 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, such as ***CILTHK Newsletter*** which keep members abreast of all topical issues in the industry and updates on the Institute. Members also can access 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 a profession with equivalent status of other professions. The post-nominal titles or designatory letters - MILT, CMILT and FCILT signify a respected professional standing in the transport and logistics industry. They also signify membership of a professional body at worldwide level. 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.

5.1.3 ***Annual Subscriptions***

5.1.3.1 Individual member shall pay annual subscription on or before 1st October of each year in respect of the coming year term ending on subsequent 30th September. Different annual subscriptions in respect of different membership grades shall be determined from time to time by the Council, and the decision shall be endorsed by the Institute at the Annual General Meeting.

5.1.3.2 Members of any grade elected before 1st March in any year shall pay full amount of the respective annual subscription for the year ending on subsequent 30th September and, those elected on and after 1st March in any year shall pay half amount of respective annual subscription for the year ending on subsequent 30th September.

5.1.3.3 A member can be eligible for **Retired Membership** status if the member:

- a) has retired from active practice of his/her profession or business; and
- b) is not in full time employment

He/she may apply to the Institute for paying a reduced annual subscription – fifty (50) percent of the annual subscription fee. Any eligible members are required to complete and return an application form for application of Retired Membership to the Institute.

All applications are subject to the Membership Committee's approval. Once approved, retired rate application should be applied from the following year onwards and there will be no refund of any or amount in pro-rata of the current year's paid annual subscription fee. No re-application in following

membership years is required; however such members should keep the Institute informed immediately of any change in circumstances which may affect their entitlement to the retired rate.

Retired Membership will not affect members' rights and usual privileges of membership, such as the use of post-nominal title and the voting right at the Annual General Meetings of the Institute.

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 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 the 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 (2) categories of CPD. These are "structured" (i.e., formal learning) and "unstructured" (i.e., 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 as 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) Attendance at conferences, seminars of professional bodies;
 - b) Distance learning with feedback or some form of assessment;
 - c) Studying for a professional qualification;
 - d) Undertaking research;
 - e) Attendance at job related short courses;
 - f) Teaching and making presentations (repeated presentations of the course should not be considered for this purpose);
 - g) Writing of technical or professional articles, papers or books;
 - h) Undertaking technical research for a new piece of work;
 - i) Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;
 - j) Participating in other activities (including site visit) recognised by the Education and Training Committee 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 (j), the member will be awarded 10-200 CPD points for each 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 Committee for recognition (“E&T”). The E&T 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 (1) 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, 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 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 even 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) Coaching and mentoring

5.2.2.10 Unstructured CPD activities stipulated in clauses 5.2.2.9 (a) and (d) will be awarded 10-40 CPD points for each of these activities.

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 (2) years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted biennially 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 K.

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 (2) years. This standard will be reviewed by the Council at interval of every six (6) 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 Education and Training Committee ("E&T") to monitor members' compliance with the requirements of CPD.

5.2.4.3 The E&T shall carry out a biennial audit of members' compliance with the CPD requirements. The Institute will generate a random sample of members to be audited. Members selected are notified in writing and required to submit to the Institute their CPD records for the immediate preceding 24-months, 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, members shall provide the necessary information or documentary evidence within a reasonable period of time for the audit.

5.2.4.5 The E&T 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.

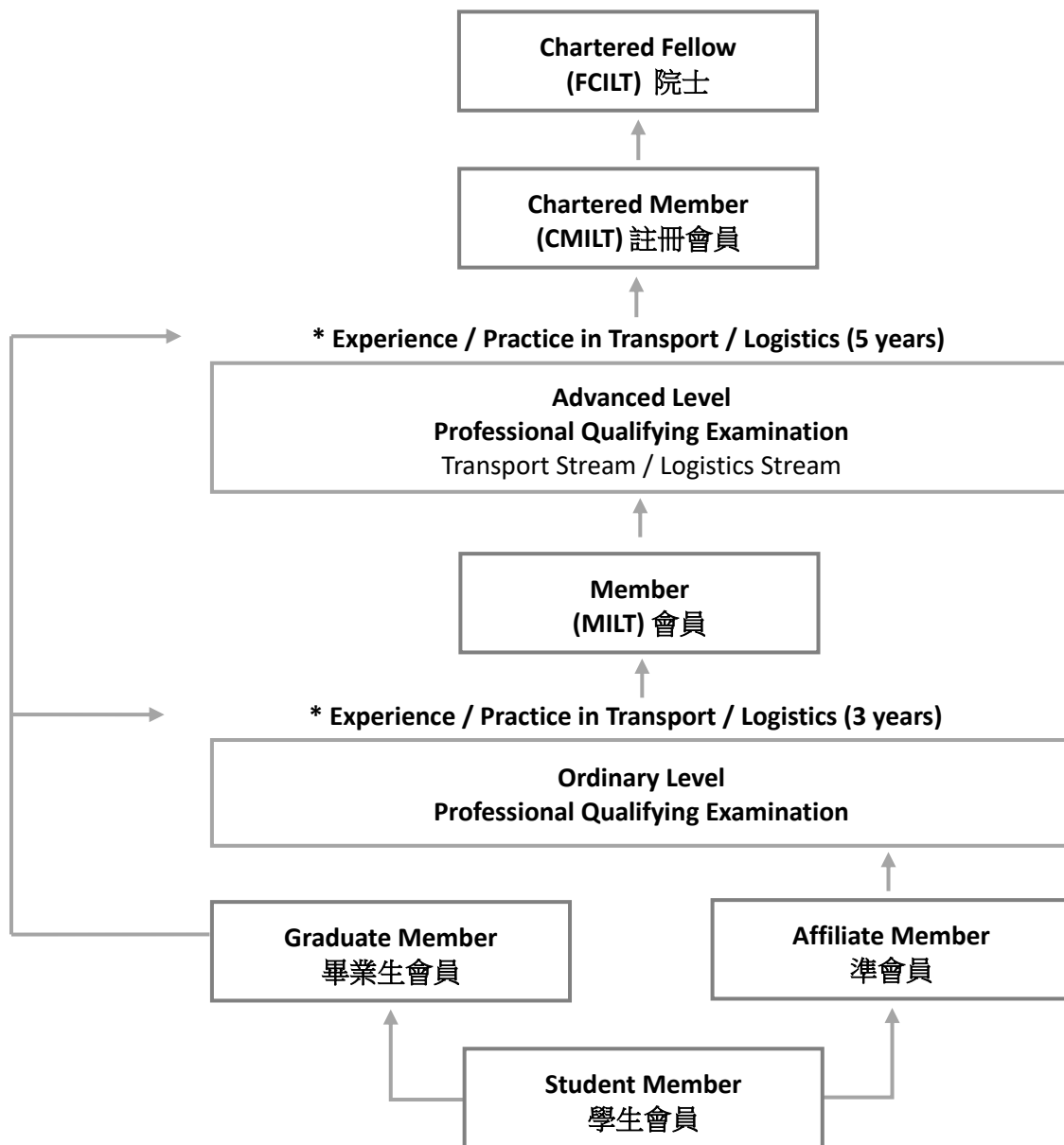
5.2.4.6 Members who fail to meet the minimum CPD requirements will be given advice on the appropriate CPD activities and an action plan for completing the shortfall within a reasonable period of time. The E&T will give a written warning to a member for non-compliance of CPD requirements.

5.2.4.7 In case of persistent non-compliance with CPD requirements after two (2)

written warnings within one (1) 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	Education	Relevant Practical Experience	Recommended by
STUDENT MEMBER	a.Full-time students studying transport / logistics programme	Not required	Not required
AFFILIATE MEMBER	a.HKCEE with pass in five (5) subjects including Chinese, English & Mathematics or an equivalent academic qualification	Not required	Not required
	b.Completed the secondary school education	Two (2) years relevant experience	Not required
	c.Wish to be a CILT member	Not required	Not required
MEMBER (MILT)	a.Satisfactory completion of the local CILTHK PQE – Ordinary Level or an accredited programme/ course	Three (3) years at supervisory level or above	Not required
	b.Holder of a Recognition of Prior Learning (Logistics or Import & Export) HKQF Level 4 qualification	Six (6) years at supervisory level or above	Not required
	c. Not Required	Eight (8) years at supervisory level or above	Not required
	d.Graduate of transport/ logistics programme fully accredited by CILT/ CILTHK or satisfactory completion of the local CILTHK Professional Qualifying Examination (Ordinary and Advanced Level)	Two (2) years at professional level (<i>Note 1</i>)	Not required
	e. Graduate of non-accredited	Three (3) years relevant experience at professional level	Not required

Level of Qualification	Education	Relevant Practical Experience	Recommended by
CHARTERED MEMBER (CMILT)	a.Satisfactory completion of the local CILTHK Professional Qualifying Examination	Five (5) years at professional level	Two (2) FCILTs/CMILTs
	b.Honours Degree holder of transport/ logistics programme fully accredited by CILT/CITLHK (<i>Note 2</i>)	Four (4) years at professional level	Two (2) FCILTs/CMILTs
	c. Holder of a Recognition of Prior Learning (Logistics or Import & Export) HKQF Level 4 qualification and who has passed CILTHK PQE AL1 plus another AL subject	Six (6) years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	Two (2) FCILTs/CMILTs
	d. Degree holder of transport/logistics programme non-accredited by CILT/CILTHK (<i>Note 3</i>)	Six (6) years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	Two (2) FCILTs/CMILTs
	e.Degree holder of non-transport or logistics degree (<i>Note 3</i>)	Eight (8) years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	Two (2) FCILTs/CMILTs
	f. Non-degree holder	Twelve (12) years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	Two (2) FCILTs/CMILTs
CHARTERED FELLOW (FCILT)	a.Chartered Members who have satisfied the criteria for upgrade to Chartered Fellows b.Direct Entry	Details refer to CILTHK Membership Handbook – Chartered Fellowship	Three (3) FCILTs/CMILTs

Note 1: if the transport/logistics programme is an honours degree, the two (2) years of professional level must be at managerial level.

Note 2: Holders of Honours degrees will receive credit of one (1) year of professional experience in their Chartered Membership election.

Note 3: Discretion is vested with the Membership Committee on higher education qualifications above bachelor degree.

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 co-operation.



The Chartered
Institute of Logistics
and Transport

DRIVING KNOWLEDGE, DELIVERING QUALITY

Our Key Knowledge Areas



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Introducing the Key Knowledge Areas (KKA)

The Chartered Institute of Logistics and Transport (CILT) is a global membership body with over 34,000 individual members in over 34 countries across the world. Each CILT body shares common standards for CILT membership. This document provides guidance on the Key Knowledge Areas for Chartered Membership (version 2017).

The KKA provide the benchmark for meeting the knowledge requirements for Chartered Membership (CMILT) of the Institute.

The KKA are used to provide the basis for the development of CILT qualifications and the accreditation of university degrees and in-company development programmes. Sometimes referred to as the Body of Knowledge, the KKA describe the concepts which make up the Institute's professional domain and footprint.

In developing and updating the KKA, it is important to ensure that the KKA do not date too quickly. They are written in a manner which can accommodate the rapid speed of change within the world of transport and logistics, and external factors which may impact on the profession.

The KKA must also reflect our global community and our international values.

There are four groups of Core Generic Areas which apply across the profession, whether an individual works in planning, management or any other sector within the transport and logistics industry. All areas are overarched by a customer facing approach.

These Core Generic Areas are complemented by eight Specialist Key Knowledge Areas (Technical Areas) as shown in the diagram below.

Additional guidance on how the Core Generic Areas can be interpreted in the context of the Specialist Areas will be developed and available in autumn 2017.

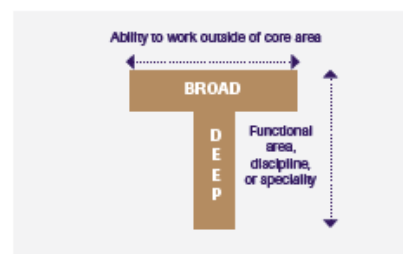
| Key Knowledge Areas Framework

Customer Centric and Continuous Improvement Principles	
Core Generic Areas	Specialist Key Knowledge Areas
a. Integrated strategic planning, management and systems thinking	s1 Supply Chain Management
	s2 Operations Management
b. Efficiency, quality and risk	s3 Procurement and Supplier Management
	s4 Logistics Systems
c. Technology, analysis, adoption and monitoring	s5 Transport Infrastructure and Network Planning
	s6 Passenger Movement
d. Society, sustainability and the global community	s7 Freight Movement
	s8 International Trade and Transport

How the Key Knowledge Areas link to professional development and career progression

As a global professional body, CILT needs to define what it expects individuals to *know*, particularly those entering the profession as a younger person or those moving across into a transport or logistics role later in their careers.

The KKA define both the *breadth* (Core Generic Areas) and *depth* (Specialist Areas) of knowledge expected as a professional matures, so that they can become rounded professionals. However, knowledge is only one aspect that we need to consider when electing individuals for assessed membership grades, as knowledge must be complemented by *experience* and *competence*.



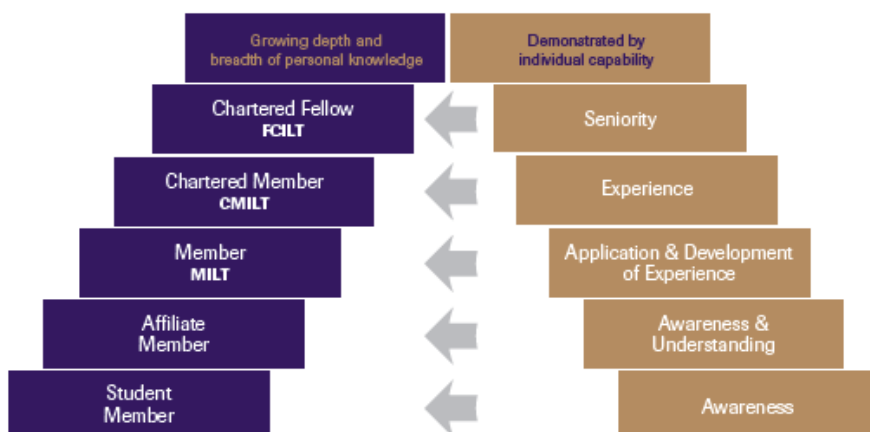
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When electing members to Chartered Membership, we would expect them to demonstrate a thorough knowledge of most, if not all, of the Core Generic Areas. In addition, it would also be mandatory for members to be able to demonstrate a detailed knowledge in at least one of these Key Specialist Areas.

The diagram below illustrates how the Key Knowledge Areas map to the different levels of CILT membership and the growing depth and breadth of knowledge that we would expect to see. For graduates and those learning through vocational qualifications, we would also expect to see a focus on enrichment of knowledge early on in their careers, moving into application later on.

When electing individuals to membership, applicants need to demonstrate that they have relevant experience and are competent to operate at the level for which they are applying. There are separate criteria dealing with experience and how this should be evidenced. Please refer to the International Membership Guidelines for more information.

Climbing the 'Knowledge Steps'– Applying Key Knowledge Areas to Professional Membership



The different ways of using the Key Knowledge Areas

The KKA are used in several ways as explained in the diagram below.

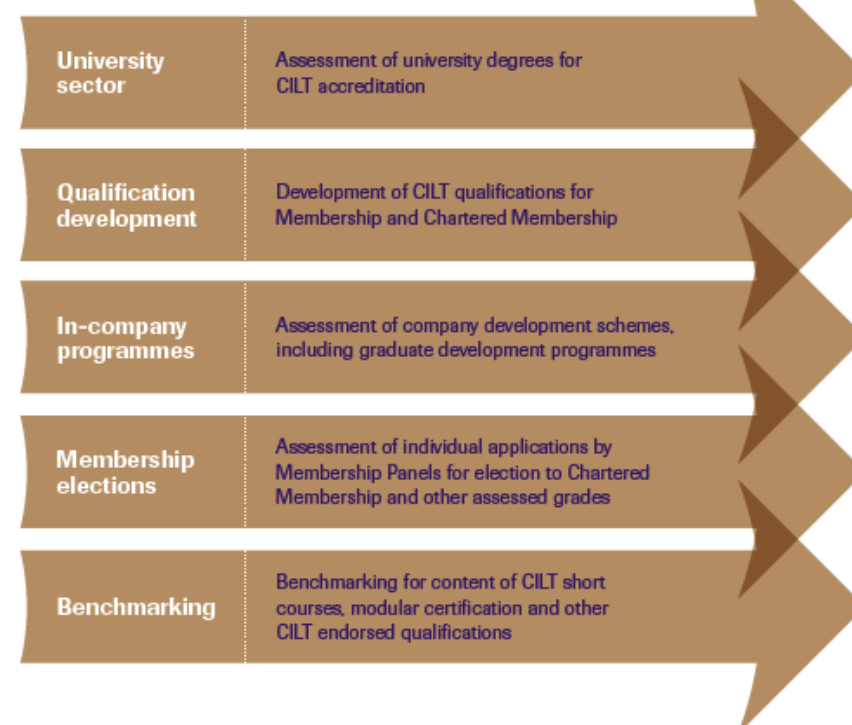
We expect there to be a clear and consistent mapping process evidenced in university accreditation, development of CILT qualifications and in-company programmes. This is to ensure that the relevant Key Knowledge Areas are covered in the development of new qualifications, or the reviewing of existing courses.

It is important to recognise that the Key Knowledge Areas are a global reference tool, and should be referred to when CILT country organisations are seeking governmental or ministerial approval of CILT programmes within their country.

The KKA underpin membership assessments. However as part of that separate process, the individual's relevant experience, competence and knowledge levels are reviewed as a whole.

For the final area of benchmarking the KKA provide a clear blueprint for education providers who wish to develop and deliver courses that adhere to CILT best practice and can qualify for CILT endorsement.

Explaining how the Key Knowledge Areas are used



University Sector – Assessment of university degrees for CILT accreditation

Accredited university degrees offer exemption from the education requirements for Chartered Membership of CILT. The accredited programmes should provide for the development in depth of knowledge and skills in specific areas of logistics and transport or related areas.

Students graduating from CILT accredited degree courses gain one year's credit towards the experience requirement. Accredited sandwich degrees with an industrial placement year give two years' credit, as does the combination of an accredited first and higher degree. To qualify for exemption first degrees must be passed with a classification of at least second class honours.

It is normally expected that an undergraduate degree course gaining full accreditation will have at least **75%** coverage of the Institute's Key Knowledge Areas for membership. Postgraduate courses are usually narrower and more specific in scope, so the coverage of the KKA is likely to be more focused on a particular area therefore the **75%** coverage is not applicable.

CILT acknowledges that Bachelors, Postgraduate and Masters Degrees serve different purposes. There are also different definitions of Undergraduate and Postgraduate education across the world. For the purposes of the KKA we are treating UK Level 6 as **degree level** and UK Level 7 as **Postgraduate / Masters level**.

This is our benchmark but for any queries on this or other grades (eg MILT) please contact the International Professional Development team at pd@ciltinternational.org

If you are based in the UK please contact pd@ciltuk.org.uk

The programmes can also be delivered over different periods of time and via a range of mechanisms. This accreditation process recognises that:

- A Bachelors level degree delivers a systematic understanding of key aspects of the subject, including the acquisition of coherent and detailed knowledge, informed by current and relevant published academic research in the subject
- Bachelors graduates will be expected to have an ability to deploy accurately the established techniques of analysis and enquiry within the subject
- A Masters level degree delivers in-depth knowledge and understanding of the discipline informed by the highest standards of scholarship and academic research
- Masters graduates will demonstrate a high level of understanding of current issues in the subject and be able to critically evaluate their impact
- Masters graduates will be expected to demonstrate a range of techniques and research methods

CILT supports the development of degree programmes with an element of work placement or work experience. As applications for Chartered Membership are assessed on a combination of knowledge and relevant experience, a graduate from these degrees would be eligible to use this work experience as part of their membership application process.

The Institute would also like to encourage the development of forward looking and innovative courses particularly at the Masters level. To this end courses that expand and enrich the study of logistics and transport at higher degree level may be considered on their own merits at the discretion of CILT International, CILT (UK) or other relevant Country Accreditation Committees.

CILT does not expect that any one course or programme will demonstrate high levels of content in more than one Specialist Key Knowledge Area, though some may. Some courses may further specialise, focusing content by mode (e.g. Maritime), sector (e.g. Retail), process (e.g. Simulation) or customer (e.g. Humanitarian) aspects.



Qualification Development – Development of CILT qualifications for Membership and Chartered Membership

The KKA provide a benchmark for the development of CILT qualifications. The CILT Diploma and CILT Advanced Diploma are the two qualifications which meet the educational requirements for Chartered Membership of the Institute, as long as the required experience is also gained in the working environment.

In the UK, these two qualifications are recognised within the UK government qualifications framework at Levels 5 and 6. Internationally these levels are matched by CILT International Diploma and Advanced Diploma qualifications.

The UK qualifications are used as a benchmark for the development and certification of other CILT qualifications, including the International Syllabus. We recognise that different countries may need to adopt an alternative approach to meet their own governmental and ministerial approval requirements, as well as those of local industry.

Submission of the KKA document alongside the course syllabus, learning outcomes, standards and materials will contextualise the product, and ensure that qualification approval agencies understand the breadth and depth of CILT's approach. If individual qualification bodies require more content than the minimum criteria recommended by the KKA guidance, then this should be accommodated with reference to the International Professional Development Coordinator and the country's own CILT Education Team.

The KKA also provide a basis for other CILT qualifications operating at below degree level, but these qualifications are not expected to require the same level and depth of knowledge. They will be expected to address the Core Generic Areas and overarching principles, recognising the importance of the customer and continuous improvement.

In-company programmes – Accreditation of in-company programmes including Graduate Development Schemes

Many organisations operating in the areas of supply chain management, transport planning, operations management, and freight and passenger transport run graduate development schemes to attract and retain new recruits. These schemes enable organisations to develop graduates from a variety of disciplines to meet company-set competences and to provide coverage of the CILT Key Knowledge Areas.

The Accredited Graduate Development Scheme provides a direct route to Chartered Membership of CILT. Participants in accredited in-company graduate development schemes can typically expect to gain access to Chartered Membership at least one year sooner than would otherwise be the case, and in terms of the necessary qualifying period of experience are roughly on a par with candidates with accredited degrees.

Accreditation of a company's graduate development scheme by CILT is based on the candidates meeting the KKA as part of a company specific two or three year in-company programme. This accreditation provides an independent quality mark and assurance of high standards. Having a company programme accredited by a professional body can assist in the recruitment and retention of high quality graduates.

For candidates, accreditation will provide a direct route to Chartered status in CILT, which in turn will provide professional recognition for those developing their careers in the logistics and transport sector.



Membership Elections – Assessment of individual applications by the Membership Panel for election to Chartered Membership and other assessed grades of membership

The KKA provide the knowledge requirements for eligibility for election to Chartered Member grade. There is complementary guidance on membership elections already in place, highlighting the levels of experience and knowledge needed to achieve different grades of membership. Please refer to the CILT Membership Guidelines or contact CILT International for a copy.

Individuals entering the profession through a non-traditional route can use the KKA as a tool to help identify their knowledge gaps and enhance their membership application.

The CILT Continuing Professional Development Toolkit provides gap analysis tools to help with this process.

Benchmarking – Benchmarking for the content of CILT short courses, modular certification and accreditation of other relevant qualifications

Training providers should be aware that there are separate processes for accrediting and endorsing short courses, both at an international and country level. In addition, providers should clearly differentiate between attendance-based CPD and assessed training.

The Institute has a keen interest in the development of high quality qualifications for the logistics, transport and operations management sectors and therefore are prepared to support and endorse qualifications developed by other organisations.

When individual training providers submit proposals for accreditation we expect them to identify relevant KKA that the course will cover, and specify the level and depth of knowledge addressed by the course content.

The training provider should set out how each qualification will:

- benefit the profession
- bring benefits to users
- provide opportunities for progression for the individual

In addition, the subject matter of the course as a whole must specify the knowledge, skills and understanding required, and outline what successful students will have *learned* by the end of the programme.



Key Knowledge Areas for Chartered Membership of CILT

Overarching Customer and Continuous Improvement Principles

Regardless of the sector in which our members work, the customer is central. Fundamentally the profession is dealing with derived demand, where customer needs drive our decisions and actions. Identifying the customer and their stake, whether in the supply chain, freight operations, passenger transport or trade scenarios, is critical to the KKA.

Complementing this, the profession has to respond to a continual need for service improvement, again driven by the customer. Adding value to processes, products and services is a key component of both public and private sector transport and logistics activities, and needs to be clearly explained to learners at the outset of their studies.

The whole set of Key Knowledge Areas also need to be seen in the context of individual decision making, and how it can impact on the wider public, including environmental, socio-economic and commercial sustainability. Consideration of sustainability matters therefore underpins the KKA.

It is for undergraduate and degree-level providers to determine whether they wish to cover these key principles as stand-alone modules early on in the course, or to embed them within the Core Generic Areas covered next. If the latter option is selected, the coverage of the overarching principles must be explicit in the course descriptions and content.

Core Generic Areas

A. Integrated strategic planning, management, and systems thinking

- People development, leadership and strategic change management
- Core economic and market principles
- Costing, finance and resourcing
- Strategic and operational planning processes
- Managing projects and managing operations

B. Efficiency, quality and risk

- Process and production management
- Operational effectiveness and efficiency
- Quality management strategies
- Risk identification, reduction, and safety management
- Compliance management and value-adding processes

C. Technology, analysis, adoption and monitoring

- Selection of qualitative and quantitative methods and techniques
- Data collection and monitoring, analysis and forecasting
- Setting and achieving performance measurement (e.g. metrics, KPIs and benchmarking)
- Application of modelling and simulation
- Innovative applications of technology

D. Society, sustainability, and the global community

- Society, ethics and Corporate Social Responsibility (CSR)
- Social, commercial, economic and environmental resilience
- National and international policy frameworks and legislation
- Interdependence and integration
- Global context and external influences
- Sustainable development

Remember that we would expect at least 75% of these core areas to be covered in a degree-level programme designed to lead to Chartered Membership

Specialist Key Knowledge Areas

Supply Chain Management

1. Supply chain objectives, benchmarking and strategies
2. Principles of supply chain design and operations including virtual networks
3. Supply chain dynamics, analysis, planning and optimisation
4. Sourcing, operations planning and procurement
5. Managing product / service / packages to end customers
6. Inventory management, warehousing, storage and intelligent systems
7. Product design, production planning, material, information and financial flow
8. Facilities and waste management
9. Lean, Agile (including Six Sigma) and competitiveness of supply chains
10. Multi-channel supply chains including e-commerce

Operations Management

1. Supply chain planning and execution
2. Principles of planning and control (e.g. MRP, ERP, S&OP)
3. Manufacturing and re-manufacturing
4. Process mapping and process logic
5. Demand driven planning
6. Capacity planning, scheduling, and theory of constraints
7. Inventory planning and systems
8. Managing systems, monitoring and measurement
9. Continuous improvement, optimisation and Lean principles
10. Service operations and servitisation

Procurement and Supplier Management

1. Market analysis and forecasting
2. Project management and supply chain optimisation
3. Global sourcing and international trade context
4. Tender specification, supplier evaluation and selection
5. Contract formation and negotiation
6. Legal aspects of procurement and contract law
7. Relationship management and collaborative working
8. Performance management and benchmarking systems
9. Category management principles
10. Achieving added value in the procurement process.

Logistics Systems

1. Customer service and support systems
2. Distribution and transport systems and operations
3. Forecasting, planning and scheduling techniques
4. Logistics and transport modelling
5. Continuous process improvement and supply chain optimisation
6. Inventory management and warehousing systems
7. Managing and maintaining supply chain visibility
8. Meeting demand via ERP systems and e-commerce
9. Resource requirement planning
10. Control of information and material flow on-time and in-full

Transport Infrastructure & Network Planning

1. Policy planning for transport, long and short term
2. Transport nodes, connecting links and network structures
3. Interrelationship between transport and spatial planning
4. Economic appraisal, social and environmental analysis
5. Demand and capacity management
6. Travel Planning: distance, demand, duration, destination, traffic modelling and management
7. Transport infrastructure and network resilience
8. Stakeholder engagement and public consultation
9. Transport information systems and intelligent mobility management
10. Infrastructure and planning sector, and market intelligence

Passenger Movement

1. Passenger transport supply and demand principles
2. Local, national, international passenger transport policies
3. Passenger transport planning and network scope
4. Modes, modal choice and transport integration
5. Services, types of operation and interoperability
6. Passenger transport costing / pricing, obligations and subsidies
7. Passenger transport ownership and control
8. Access and inclusion through transport
9. Sustainable transport and behavioural change
10. Health and safety, security, and risk assessment

Freight Movement

1. Services, types of operation and interoperability
2. Intermodal integration and operations
3. Transport of dangerous, oversize and hazardous freight
4. Freight transport, fleet operations and forward planning
5. Scope, capability and efficiency of urban freight transport operations
6. Freight forwarding and management of partners and subcontractors
7. Local, national, and international distribution networks and regulations
8. Modes, modal choice, and multimodal freight transport
9. Transport scheduling, routing, back-loading and optimisation models
10. Reverse logistics

International Trade and Transport

1. International modal choice, inter-modality and security
2. Incoterms and contractual obligations
3. Customs tariffs, processes, procedures and insurance
4. Import, export, bonding and carnet procedures
5. Freight forwarding, contracts of carriage, documentation and certification
6. Specialist requirements for the carriage of different types of cargo
7. Insourcing, outsourcing and offshoring
8. International trade facilitation, treaties, finance and settlement
9. Trade compliance, licensing and quotas
10. Facilities (port, airport) operations

Toolkit Resources

To support the KKA, additional resources will be produced which individuals can access from CILT International. Further details are available on the CILT International website at ciltinternational.org

These will be released and updated on a regular basis and will cover:

- Examples of Core Generic Areas and how they apply to different discipline areas
- KKA Mapping and Checklist Tool
- How the KKA relate to Membership (MILT) grade
- Frequently asked questions (and answers) as they evolve

Where to go for help and advice

For further guidance and advice on how to use the KKA documentation please contact:

For UK and Europe

Dorothea Carvalho
Professional Development Project Director
E dorothea.carvalho@ciltuk.org.uk

For all other countries

Jon Harris
International Professional Development
Coordinator
E jon.harris@ciltinternational.org

About the Chartered Institute of Logistics and Transport (CILT)

We are the leading international professional body for everyone who works within supply chain, logistics and transport.

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W ciltinternational.org

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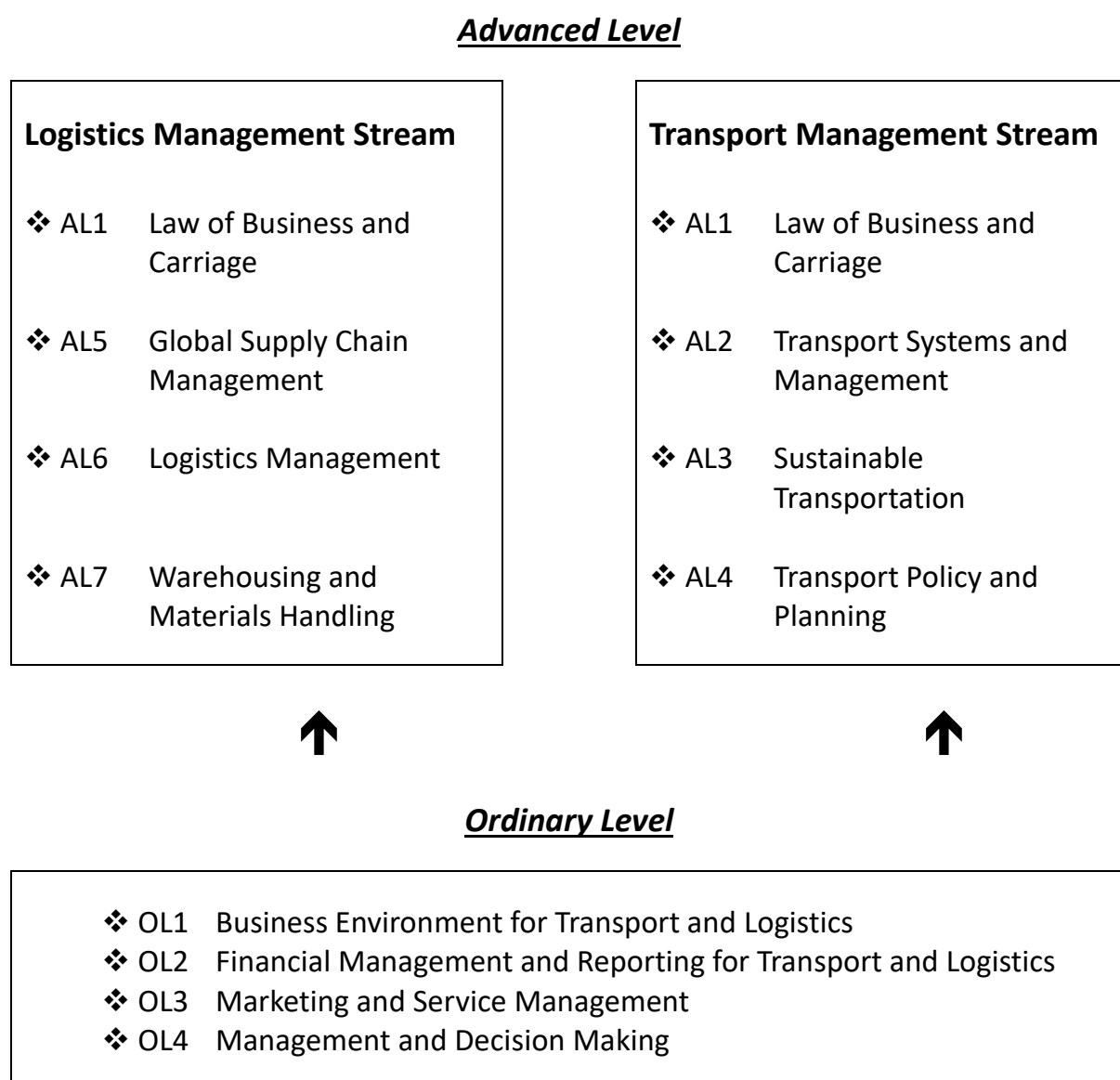


**The Chartered
Institute of Logistics
and Transport**

APPENDIX E The CILTHK Professional Qualifying Examination Structure

- E.1 To avoid any anxiety about drastic changes, the E&T Committee and the Council assure all candidates that any necessary changes to the local CILTHK Professional Qualifying Examination shall be phased in gradually.
- E.2 Diagram E.1 shows the structure of the local CILTHK Professional Qualifying Examination implemented from 2017 onwards.

Diagram E.1 Structure of the CILTHK Professional Qualifying Examination



- E.3 Features of the examination structure include:
- E.3.1 Each examination paper consists of a total of eight (8) questions. Each of these papers consists of two (2) parts, namely, Part A and Part B. All candidates are required to answer two (2) questions from each part.
 - E.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 all required subjects in O-Level and A-Level.
 - E.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 either Transport or Logistics stream of the Advanced Level examination subjects.
 - E.3.4 In any one (1) sitting, candidates are allowed to register for any number of subjects.
 - E.3.5 Exemption from Ordinary Level subject examinations would not be granted to any candidate with incomplete qualifications.
 - E.3.6 The list of Advanced Level subjects is currently limited to seven (7) subjects due to resource constraints. More elective subjects may be added in the future when such subjects could be identified and justified.
 - E.3.7 The new CILTHK Professional Qualifying Examination syllabus has been implemented in 2017.

APPENDIX F Accredited Programmes

F.1 Local Accredited Programme

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

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

F.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 be sought from the Institute.

APPENDIX G The Viva Voce (Professional Interview)

H.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.

H.2 ***The Interview Panel***

The panel is composed of three (3) interviewers. The chairman and two (2) of the panel members will be Chartered Members or Chartered Fellows.

H.3 ***Information to be Provided***

H.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 H The Three (3) 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 (7) years’ experience at a high level of responsibility	1) At least seven (7) years’ experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one (1) of the eight (8) criteria laid down in the Membership Handbook 4.6.3.1.2 (a to h)	Application made by the applicant Completed Application Form including: 1) one-page summary 2) CPD record of the previous two (2) years 3) CPD plan for the next two (2) years 4) Supporting signatures of three (3) CMILTs or FCILTs 5) Letters of recommendations by at least two (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 (1) of the criteria set out in the Membership Handbook 4.6.3.2.4.3 (a to f) 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 (7) years’ experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one (1) of the eight (8) criteria laid down in the Membership Handbook 4.6.3.1.2 (a to h) or 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 I Fees and Charges

J.1	Fee Schedules (non-refundable) (with effect from 1 October 2024)	HK\$
	Application Fee	150
	Administration Fee for Appeal	300
	Election Fees for Direct Entry/ Upgrade	
	Affiliate Member (A)/ Graduate Member (GM)	560
	Member (MILT)	720
	Chartered Member (CMILT)	1,250
	Chartered Fellow (FCILT)	1,900
	Organisation Member (OM) – Silver Plus	6,800
	Organisation Member (OM) – Gold	6,800
	Organisation Member (OM) – Diamond	6,800
	Exemption Fees	
	- Accredited Exempting Programme/Point System (for MILT only)	600
	- The Professional Entry Route (Viva Voce) (for CMILT)	750
	Annual Subscription Fees*	
	Student (S)	120
	Affiliate Member (A)/ Graduate Member (GM)	560
	Member (MILT)	720
	Chartered Member (CMILT)	1,250
	Chartered Fellow (FCILT)	1,900
	Organisation Member (OM) – Silver Plus	18,000
	Organisation Member (OM) – Gold	38,000
	Organisation Member (OM) – Diamond	78,000
	* Members should renew their membership in October each year	
	Organisation Member (OM category)[#]	
	Organisation Member (SMEM category)[#]	
	[#] Valid up to 31 September 2025	6,800
		4,800

J.2 Subject to applications for “Retired Membership”, subscription rate of retired members would be reduced by fifty (50) percent.

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

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

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

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

APPENDIX J Summary of Structured and Unstructured CPD Activities

The Structured CPD Activities:

Items	Activities	Hours	Points
a	Attendance at conferences, seminars of professional bodies;	Every two (2) hrs	Ten (10), maximum two hundred (200) points
b	Distance learning with feedback or some form of assessment;	Every two (2) hrs	Ten (10), maximum two hundred (200) points
c	Studying for a professional qualification;	Every two (2) hrs	Ten (10), maximum two hundred (200) points
d	Undertaking research;	Every two (2) hrs	Ten (10), maximum two hundred (200) points
e	Attendance at job related short courses;	Every two (2) hrs	Ten (10), maximum one hundred (100) points
f	Teaching and making presentations (repeated presentations of the course should not be considered for this purpose);	Every one (1) hr	Twenty (20)
g	Writing of technical or professional articles, papers or books;	Each article or paper; Each book	One hundred (100); Two hundred (200)
h	Undertaking technical research for a new piece of work;	Every two (2) hrs	Ten (10)
i	Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;	Whole session	Forty (40)
j	Participating in other activities (including site visit) recognised by E&T for CPD purposes.	Half day; Whole day	Forty (40); Eighty (80)

The Unstructured CPD Activities:

Items	Activities	Hours	Points
a	<p><u>Reading of the technical and professional literature.</u></p> <p>Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide to what extent reading particular items constitutes CPD, and to record these specific items on their CPD form and it is up to E&T Committee to consider whether the activities constitute CPD. Mere subscription to a publication does not constitute CPD.</p>	Every one (1) hr	Ten (10), maximum forty (40) points in each activity
b	<p><u>Individual home study.</u></p> <p>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 E&T Committee to consider whether the activities constitute CPD.</p>	Every two (2) hrs	Ten (10), maximum forty (40) points in this category
c	Serving as a member of committees and working groups of a professional body.	Every two (2) hrs	Ten (10)
d	Coaching and mentoring	Every one (1) hr	Ten (10)

Continuing Professional Development (CPD) Records

CPD Period:		CPD Points required:	200 (minimum requirement)
Full Name:		Membership No.:	
Contact No.:		Recent Job Nature:	
Email:		(Please tick the appropriate box)	<input type="checkbox"/> Transport <input type="checkbox"/> Logistics

Structured CPD activities (please refer to the Membership Handbook 5.2)						
No	Date of Activity	Title of Activity	Organiser	*Hours	# Supporting Document No.	CPD Points

Remarks

* Members must fill in number(s) of hour spent on the fore mentioned activity if no CPD points were accredited by CILTHK.

Members must fill in the supporting document no. as any copies of supporting records and/or documentary evidences were requested by the CPD panel.

Structured CPD activities <i>(please refer to the Membership Handbook 5.2)</i>						
No	Date of Activity	Title of Activity	Organiser	*Hours	# Supporting Document No.	CPD Points
Total Structured CPD Points:						

Please use supplementary sheet if necessary.

Remarks

* Members must fill in number(s) of hour spent on the fore mentioned activity if no CPD points were accredited by CILTHK.

Members must fill in the supporting document no. as any copies of supporting records and/or documentary evidences were requested by the CPD panel.

Unstructured CPD activities <i>(please refer to the Membership Handbook 5.2)</i>						
No	Date of Activity	Title of Activity	Organiser	*Hours	# Supporting Document No.	CPD Points
Total Unstructured CPD Points:						
Total Structured + Unstructured CPD Points:						

Please use supplementary sheet if necessary.

Remarks

* Members must fill in number(s) of hour spent on the fore mentioned activity if no CPD points were accredited by CILTHK.

Members must fill in the supporting document no. as any copies of supporting records and/or documentary evidences were requested by the CPD panel.