

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-ADM-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	1 of 11

Governance Structure of Hong Kong Institute of Clinical Psychologists Limited

Version	Effective Date
1.0	

Document Number	HKICP-ADM-PO-002-R0
Author	<<Post and Name>>
Custodian	<<Post and Name>>
Approved / Endorsed By	<<Respective Committees>>
Approval Date	DD/MM/YYYY

This document is only current as at the date of printing. Please refer to HKICP website for current version.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-ADM-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	3 of 11

(Distribution list: This Policy shall be read by all staff and members of HKICP, Professional Council and its committees, and the general public.)

1. Introduction

Hong Kong Institute of Clinical Psychologists Limited (HKICP) is a limited company by guarantee, established in 2017 (Appendices 1 & 2) with the following vision and mission:

1.1 Vision

Hong Kong Institute of Clinical Psychologists Limited (HKICP) aspires to ensure that the society of Hong Kong is served by an ethical and competent profession of clinical psychologists (CPs).

1.2 Mission

To ensure that clinical psychologists are competent and fit to practice for the psychological well-being of the public, HKICP is to:

- 1.2.1 prescribe the qualifications required for the practice of clinical psychology (CP),
- 1.2.2 manage a register of qualified clinical psychologists (accredited clinical psychologists) in Hong Kong which is accessible to the public,
- 1.2.3 set the standard of professional conduct,
- 1.2.4 receive and adjudicate on complaints against registrants of HKICP in a just and fair manner.

2. Organization Structure

HKICP is governed by a Board of Directors and a Professional Council. Committees are set up under the Professional Council. There are 3 standing Committees, namely the Registration Committee, Education and Professional Standards Committee, and Preliminary Investigation Committee. Members of these Committees are appointed by the Professional Council. Additional Committees and Panels would be set up in accordance with the needs identified and as decided by the Professional Council.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	nn/nn/2018
		Review Date	
		Approved by	
		Page	4 of 11

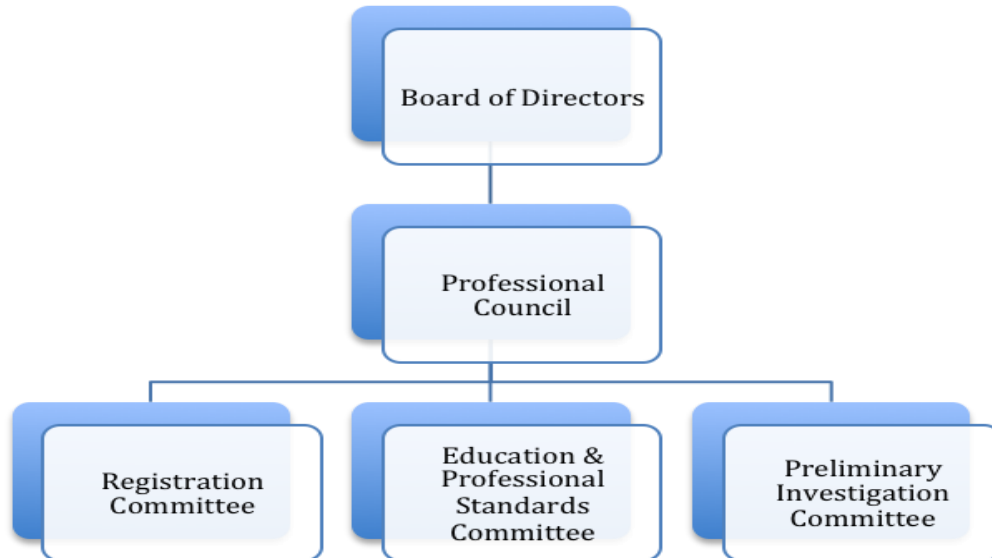


Diagram of the Organizational Structure

2.1 Board of Directors

2.1.1 Composition

2.1.1.1 The Board shall consist of not more than 5 and not less than 3 directors.

2.1.1.2 All Directors are registrants of the Register held by HKICP.

2.1.2 Roles and Responsibilities

2.1.2.1 All Directors abide by the Companies Ordinance.

2.1.2.2 Directors are responsible for the overall management of HKICP and they may exercise all the powers of HKICP as stipulated in the Articles of Association of HKICP.

2.1.3 Details of the roles and responsibilities, as well as appointment and retirement of Directors are contained in the Articles of Association of HKICP and its By-laws.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-ADM-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	5 of 11

2.2 Professional Council

2.2.1 Composition

- 2.2.1.1 The Professional Council shall consist of not more than 16 and not less than 8 members.
- 2.2.1.2 To ensure a fair representation, the Professional Council shall be composed of 75% CP members and 25% lay members.
- 2.2.1.3 All CP members are HKICP members working in different sectors, including but not limited to the Hospital Authority, HKSAR Government, Non-governmental Organizations and tertiary institutions.
- 2.2.1.4 Lay members are invited by the Chairman of the Professional Council from stakeholders, such as patient groups and professional partners.

2.2.2 Roles and Responsibilities

- 2.2.2.1 The Professional Council is responsible for the professional functions of HKICP.
- 2.2.2.2 Its chief role is to conduct and administer the registration of Clinical Psychologists by HKICP.

2.2.3 Terms of Reference

- 2.2.3.1 To conduct and administer the affairs of HKICP as delegated by the Board of Directors in accordance with the provisions of the Companies Ordinance and the Articles of Association of HKICP,
- 2.2.3.2 To set up Committees to carry out the activities of HKICP as appropriate, and
- 2.2.3.3 To receive and deliberate on reports and recommendations from the respective committees

2.2.4 Terms of Office

The Term of Office of members of the Professional Council is 3 years. Each member is eligible for re-election but those who hold office of Chairman or General Secretary can only serve for a maximum of 2 consecutive terms.

- 2.2.5 Details of the composition, roles and responsibilities, nomination and election are contained in the Articles of Association of HKICP.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
		Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	6 of 11

2.3 Registration Committee

2.3.1 Composition

The Registration Committee shall consist of not less than 3 members.

2.3.2 Roles & Responsibilities

- 2.3.2.1 To vet all applications for registration according to established Membership Guidelines in an objective manner,
- 2.3.2.2 To review the membership eligibility criteria on a regular basis,
- 2.3.2.3 To accredit local training programmes in Clinical Psychology,
- 2.3.2.4 To make reports and recommendations to the Professional Council on matters of 2.3.2.1, 2.3.2.2 and 2.3.2.3; and any other matters as delegated by the Professional Council.

2.3.3 Terms of Reference

- 2.3.3.1 To vet applications for registration of clinical psychologists,
- 2.3.3.2 To advise on the eligibility for registration of applicants,
- 2.3.3.3 To make recommendations to the Professional Council re updates of the list of registrable qualifications and membership criteria,
- 2.3.3.4 To maintain an updated list of accredited clinical psychologists on the Register of HKICP. The list would be made available to the public through a secure information system,
- 2.3.3.5 To review the accreditation status, and make recommendations on matters relating to approval and re-accreditation of local Clinical Psychology training programmes,
- 2.3.3.6 To review the framework for accrediting local Clinical Psychology training programmes as appropriate.

2.4 Education and Professional Standards Committee

2.4.1 Composition

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
		Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	7 of 11

The Education and Professional Standards Committee shall consist of not less than 3 members.

2.4.2 Roles and Responsibilities

- 2.4.2.1 To ensure that accredited clinical psychologists keep updated in professional knowledge and practice,
- 2.4.2.2 To monitor and evaluate any potential risks related to the practice of Clinical Psychology, and propose feasible ways to mitigate the risks to the Professional Council,
- 2.4.2.3 To oversee Continuous Quality Improvement programmes which form a part of the risk control system, and
- 2.4.2.4 To make reports and recommendations to the Professional Council on matters of 2.4.2.1, 2.4.2.2 and 2.4.2.3; and any other matters as delegated by the Professional Council.

2.4.3 Terms of Reference

- 2.4.3.1 To work out details of the mechanism for implementation of continuing professional development (CPD) for the profession of Clinical Psychologists,
- 2.4.3.2 To receive, inspect and audit the CPD record of registrants,
- 2.4.3.3 To assist the Professional Council in assessing various courses or training activities with a view to developing an accreditation system for the CPD for Clinical Psychologists,
- 2.4.3.4 To advise the Professional Council on any matters with regard to CPD for Clinical Psychologists, and
- 2.4.3.5 To assess registrants on CPD.

2.5 Preliminary Investigation Committee

2.5.1 Composition

The Preliminary Investigation Committee shall consist of a Chairman and 2 other members. The Chairman should be a registrant of HKICP as well as member of the Professional Council. Of the other 2 members, one should be a registrant of HKICP and one a lay member.

2.5.2 Roles and Responsibilities

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
		Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	8 of 11

- 2.5.2.1 To ensure ethical and professional practice of registrants of HKICP by enforcing the Code of Ethics for Clinical Psychologists,
- 2.5.2.2 To ensure that complaints are handled in a fair and transparent manner, and
- 2.5.2.3 To make reports and recommendations to the Professional Council on matters of 2.5.2.1 and 2.5.2.2 and any other matters as delegated by the Professional Council.

2.5.3 Terms of Reference

- 2.5.3.1 To handle and investigate external complaints against registrants of HKICP, and internal complaints raised by registrants on the operation of HKICP,
- 2.5.3.2 To refer complaints to the Professional Council for holding an inquiry as appropriate,
- 2.5.3.3 To recommend follow-up actions to the Professional Council and Registration Committee if applicable,
- 2.5.3.4 To maintain an updated complaint register, and
- 2.5.3.5 To review regularly the complaint handling procedures and outcomes.

3. Code of Conduct of members of Professional Council and Committees

- 3.1 All members of the Professional Council and Committees are to observe the Code of Conduct for the Personnel of HKICP (HKICP-ECI-PO-002-R0), with due declaration of conflict of interest.
- 3.2 The handling of information shall abide by the Information Management & Information Security Policy (HKICP-ADM-PO-005-R0).
- 3.3 All the handling procedures are subject to review and continuous quality improvement.

4. Review

The Governance Structure of HKICP will be reviewed by the Professional Council every 3 years or as appropriate.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-ADM-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	nn/nn/2018
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Review Date	
		Approved by	
		Page	9 of 11

5. Attachments

5.1 Appendix 1: Certificate of Incorporation of HKICP

5.2 Appendix 2: Business Registration of HKICP

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	nn/nn/2018
		Review Date	
		Approved by	
		Page	10 of 11

Appendix 1: Certificate of Incorporation of HKICP

編號 2581027
No. _____



公司註冊處
COMPANIES REGISTRY

公司註冊證明書 CERTIFICATE OF INCORPORATION

本人謹此證明
I hereby certify that

HONG KONG INSTITUTE OF CLINICAL PSYCHOLOGISTS LIMITED
香港臨床心理學家公會有限公司

於本日根據香港法例第622章《公司條例》
is this day incorporated in Hong Kong under the Companies Ordinance
在香港成立為法團，此公司是一間
(Chapter 622 of the Laws of Hong Kong), and that this company is
有限公司。
a limited company.

本證明書於二〇一七年九月十八日發出。
Issued on 18 September 2017.

.....
香港特別行政區公司註冊處處長鍾麗玲
Ms Ada L L CHUNG
Registrar of Companies
Hong Kong Special Administrative Region

註 Note :
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的商標權或任何其他知識產權。
Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-ADM-PO-002-R0
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	nn/nn/2018
		Review Date	
		Approved by	
	Page	11 of 11	

Appendix 2: Business Registration of HKICP

正本 ORIGINAL	表格 2 FORM 2 《商業登記條例》(第 310 章) BUSINESS REGISTRATION ORDINANCE (Chapter 310) 《商業登記規例》 BUSINESS REGISTRATION REGULATIONS 商業 / 分行登記證 Business / Branch Registration Certificate			[第 5 條] [regulation 5]
複本 DUPLICATE				
業務 / 法團所用名稱 Name of Business/ Corporation	香港臨床心理學家公會有限公司 HONG KONG INSTITUTE OF CLINICAL PSYCHOLOGISTS LIMITED			
業務 / 分行名稱 Business/ Branch Name	***** *****			
地址 Address	RM 1602 SEAVIEW PLAZA 283 SHAU KEI WAN RD HONG KONG			
業務性質 Nature of Business	CORP			
法律地位 Status	BODY CORPORATE			
生效日期 Date of Commencement	屆滿日期 Date of Expiry	登記證號碼 Certificate No.	登記費及徵費 (APP) Fee and Levy	
18/09/2017	17/09/2018	68215663-000-09-17-0	\$2,250 (登記費 FEE = \$ 2,000) (徵費 LEVY = \$ 250)	
請注意下列《商業登記條例》的規定：		Please note the following requirements of the Business Registration Ordinance:		
1. 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。		1. Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.		
2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。		2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.		
機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.				
		11/08/2017	229950034	\$2,250.00
IRDB101B (12/2010)				