	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-R2
	Governance Structure of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	24/04/2023
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Governance Structure of Hong Kong Institute of Clinical Psychologists Limited

Version	Effective Date
3.0	24/04/2023

Document Number	HKICP-ADM-PO-002-R2
Author	Professional Council
Custodian	Professional Council
Approved / Endorsed By	Board of Directors
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Document History

Date of Issue	Version No.	Date Approved/ Effective	Summary of Change	Approved by
31/07/2019	1.0	31/07/2019		Board of Directors
22/02/2022	2.0	22/02/2022	Updated the terms of reference and the roles and responsibilities of the Professional Council, Registration and Preliminary Investigation Committees to reflect all their functions and reporting line.	Board of Directors
24/04/2023	3.0	24/02/2026	Updated Business Registration in Appendix 2 and other formatting alignments.	Board of Directors

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

1. Introduction

The 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, and is committed to providing and advancing professional clinical psychology services for the human well-being.

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;
- 1.2.2 manage a register of qualified clinical psychologists (i.e., registrants of HKICP) who can use the title “Member of Register of Clinical Psychologists accredited by Department of Health” in Hong Kong, which is accessible to the public;
- 1.2.3 set the standard of professional conduct; and
- 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.

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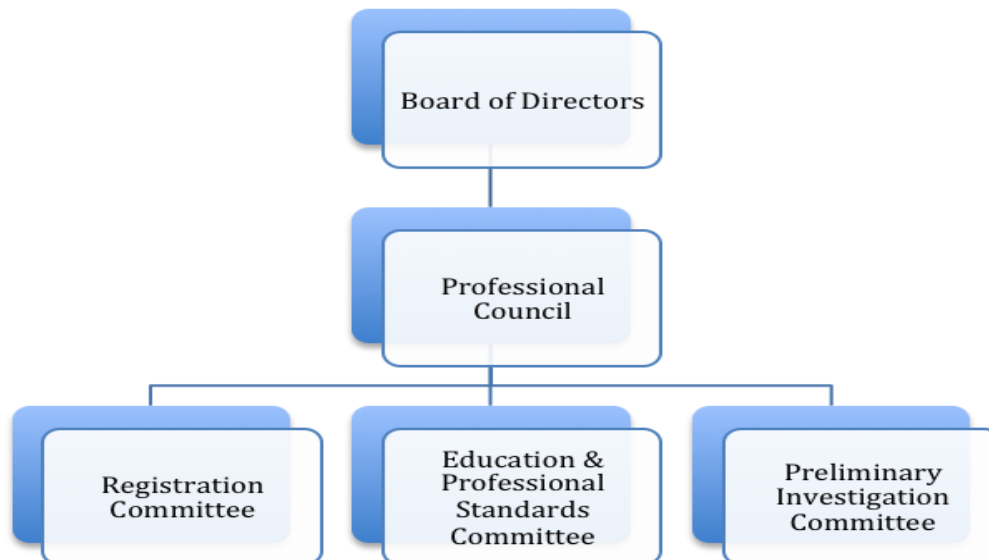


Diagram of the Organizational Structure

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, and there will be no overlap between Board of Directors and members of the Professional Council.

2.1.2 Roles and Responsibilities

- 2.1.2.1 All Directors abide by the Companies Ordinance.
- 2.1.2.2 Directors have oversight of the overall management function 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.

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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, including the Chairpersons of the Registration Committee, the Education and Professional Standards Committee, and Preliminary Investigation Committee.
- 2.2.1.2 The Professional Council shall have one Chairperson and one Secretary.
- 2.2.1.3 To ensure a fair representation, the Professional Council shall be composed of not more than 75% clinical psychologist members and not less than 25% lay members.
- 2.2.1.4 All clinical psychologist members are HKICP members working in different sectors, including but not limited to the Hospital Authority, HKSAR Government, Non-governmental Organizations and tertiary institutions.
- 2.2.1.5 Lay members are invited by the Board of Directors 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 and management functions of HKICP.
- 2.2.2.2 Its chief role is to conduct and administer the registration of Clinical Psychologists by HKICP.
- 2.2.2.3 The Professional Council reports to the Board of Directors.

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 and relevant audit panels to carry out the activities of HKICP as appropriate;
- 2.2.3.3 To receive and deliberate on reports and recommendations from the respective committees; and
- 2.2.3.4 To meet at least 4 times a year.

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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.

2.3 Registration Committee

2.3.1 Composition

2.3.1.1 The Registration Committee shall consist of not less than 3 members, including the Chairperson who is also a member of the Professional Council.

2.3.1.2 Members of the Registration Committee shall be nominated and appointed by the Professional Council.

2.3.2 Roles & Responsibilities

2.3.2.1 To vet all applications for registration according to established Membership Guidelines (HKICP-RSD-PO-002) in an objective manner; and

2.3.2.2 To review the membership eligibility criteria on a regular basis.

2.3.2.3 The Registration Committee reports to 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 regarding updates of the list of registrable qualifications;

2.3.3.4 To maintain an updated list of registrants of HKICP on the Register of HKICP. The list would be made available to the public through a secure information system;

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- 2.3.3.5 To make recommendations to the Professional Council regarding updates of the criteria and procedures for the accreditation of clinical psychology training;
- 2.3.3.6 To maintain an updated list of clinical psychology training programmes and placement settings accredited by HKICP;
- 2.3.3.7 To audit the accuracy of the register;
- 2.3.3.8 To make reports and recommendations to the Professional Council on matters under Section 2.3.2, and any other matters as delegated by the Professional Council; and
- 2.3.3.9 To meet at least 4 times a year.

2.3.4 Terms of Office

- 2.3.4.1 The Term of Office of members of the Registration Committee is 3 years. Each member is eligible for re-appointment.
- 2.3.4.2 Member who holds office of Chairperson can only serve for a maximum of 2 consecutive terms.

2.4 Education and Professional Standards Committee

2.4.1 Composition

- 2.4.1.1 The Education and Professional Standards Committee shall consist of not less than 3 members, including the Chairperson who is also a member of the Professional Council.
- 2.4.1.2 Members of the Education and Professional Standards Committee shall be nominated and appointed by the Professional Council.

2.4.2 Roles and Responsibilities

- 2.4.2.1 To ensure that registrants of HKICP keep updated in professional knowledge and practice;
- 2.4.2.2 To accredit local training programmes in Clinical Psychology;
- 2.4.2.3 To accredit remedial training and top-up training programmes in Clinical Psychology, where applicable;
- 2.4.2.4 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; and

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2.4.2.5 To oversee Continuous Quality Improvement programmes which form a part of the risk control system.

2.4.2.6 The Education and Professional Standards Committee reports to the Professional Council.

2.4.3 Terms of Reference

2.4.3.1 To make recommendations to the Professional Council regarding membership criteria;

2.4.3.2 To work out details of the mechanism for implementation of continuing professional development (CPD) for the profession of Clinical Psychologists;

2.4.3.3 To receive, inspect and audit the CPD record of registrants;

2.4.3.4 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;

2.4.3.5 To advise the Professional Council on any matters with regard to CPD for Clinical Psychologists, including that in risk management;

2.4.3.6 To monitor, evaluate and propose feasible ways to control actual and potential risks pertaining to clinical psychology;

2.4.3.7 To provide input to the Professional Council for the annual update of Risk Register;

2.4.3.8 To develop, document and implement an integrated, institute-wide continuous quality improvement framework;

2.4.3.9 To make reports and recommendations to the Professional Council on matters under Section 2.4.2, and any other matters as delegated by the Professional Council; and

2.4.3.10 To meet at least 4 times a year.

2.4.4 Terms of Office

2.4.4.1 The Term of Office of members of the Education and Professional Standards Committee is 3 years. Each member is eligible for re-appointment.

2.4.4.2 Member who holds office of Chairperson can only serve for a maximum of 2 consecutive terms.

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2.5 Preliminary Investigation Committee

2.5.1 Composition

2.5.1.1 The Preliminary Investigation Committee shall consist of a Chairperson and 2 other members. The Chairperson 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.

2.5.1.2 Members of the Preliminary Investigation Committee shall be nominated and appointed by the Professional Council.

2.5.2 Roles and Responsibilities

2.5.2.1 To ensure ethical and professional practice of registrants of HKICP by enforcing the Code of Ethics for Clinical Psychologists; and

2.5.2.2 To ensure that complaints are handled in a fair and transparent manner.

2.5.2.3 The Preliminary Investigation Committee reports to the Professional Council.

2.5.3 Terms of Reference

2.5.3.1 To handle and investigate complaints against registrants of HKICP;

2.5.3.2 To refer complaints to the Professional Council for holding an inquiry as appropriate;

2.5.3.3 To make reports and recommendations to the Professional Council on matters under Section 2.5.2, and any other matters as delegated by the Professional Council; and

2.5.3.4 To make reports and recommendations on follow-up actions to the Professional Council and Registration Committee, if applicable.

2.5.4 Terms of Office

2.5.4.1 The Term of Office of members of the Preliminary Investigation Committee is 3 years. Each member is eligible for re-appointment.

2.5.4.2 Member who holds office of Chairperson can only serve for a maximum of 2 consecutive terms.

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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), 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).
- 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.

5. Attachments

- 5.1 **Appendix 1** : Certificate of Incorporation of HKICP
- 5.2 **Appendix 2** : Business Registration of HKICP

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Appendix 1: Certificate of Incorporation of HKICP

編號 2581027
No. _____



公司註冊處
COMPANIES REGISTRY

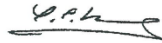
公司註冊證明書 CERTIFICATE OF INCORPORATION

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.

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Appendix 2: Business Registration of HKICP

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繳款後，請沿虛線剪下並將有效的商業/分行登記證展示在營業地點。
Please cut along the dotted line after making payment and display the valid business/branch registration certificate at business address.

✂-----

	表格 2 FORM 2 (商業登記條例) (第 310 章) BUSINESS REGISTRATION ORDINANCE (Chapter 310) (商業登記規則) BUSINESS REGISTRATION REGULATIONS 商業 XXXX 登記證 Business XXXX Registration Certificate	[第 5 條] [regulation 5]
正本 ORIGINAL		
XXXXXX XXXXXX		
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	ROOM 1101 11/F CHINA INSURANCE GROUP BUILDING 141 DES VOEUX ROAD CENTRAL HK	
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.
18/09/2022	17/09/2023	68215663-000-09-22-1
		登記費及徵費 Fee and Levy
		\$150 (登記費 FEE = \$ 0) (徵費 LEVY = \$150)

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。 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。	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. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.
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繳款時請將此商業 XXXX 登記證及繳款通知書完整交出。在付款後，本繳款通知書方成為有效的商業 / XXX 登記證。(請參閱背頁繳款辦法所載內容。)
Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business/XXX registration certificate upon payment. (Please see payment instructions overleaf.)

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

16/09/22 5488185 150621 048 \$150.00

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