Course Highlights:
The HKIFM proudly presents a structured CPD course for FM professionals and practitioners who intend to broaden, refresh, and update his/her knowledge in relation to Legal Studies and Contract Management. All speakers are Lawyers, experienced Professors of University, Professional Engineers, and Professional Surveyors of reputable Consultants/Contractors/Facility Management Company. They will present you with practical information and valuable experience sharing.

Date | Topics
---|---
07-11-2014 | Practical Approach to Standard Form of Building Contract
14-11-2014 | Practical Approach to Contractors’ All Risks and Employees’ Compensation Insurance
21-11-2014 | Environmental Law for FM
28-11-2014 | Intellectual Property Law for FM
05-12-2014 | Contract Law for FM
12-12-2014 | Land Law for FM
19-12-2014 | Building Ordinance (A & A Works)
09-01-2015 | Building Ordinance (Maintenance & Inspections)
16-01-2015 | Experience Sharing - Building Management Ordinance
23-01-2015 | Service Level Agreement and Two envelope Tendering
30-01-2015 | Mediation in FM
06-02-2015 | Experience Sharing - Common pitfalls and problems found in Building Management

Fees:

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<th>Early Bird (on or before 03 Oct 2014)</th>
<th>Normal Rates (application after 03 Oct 2014)</th>
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<td>Individual session</td>
<td>Whole course (10% off)</td>
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<tr>
<td>Member of HKIFM and Supporting Organisations</td>
<td>$405/session</td>
<td>$4,374/course</td>
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<tr>
<td>Others</td>
<td>$495/session</td>
<td>$5,346/course</td>
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Remarks: The closing date of normal registration is 31 October 2014 (Friday)
Application:

Name: _________________________________ (Eng.) _____________________________ (Chin.)

Membership of: ____________________________________ No.: ___________________________

Company: ___________________________________________________________________________

Position: ___________________________________________________________________________

Correspondence Address: ____________________________________________________________

__________________________________________________________________________________

Tel. (Office): ___________________________ (Mobile): ___________________________________

Email: ____________________________________________________________________________

I enclose a cheque for HK$________________ payable to “The Hong Kong Institute of Facility Management Ltd”
(Bank _________________________________ / Cheque no. _____________)

(Please be reminded that if the payment cannot be received 5 working days before the event, your name will not be included in the registration list and you cannot attend the subject CPD event.)

Notes:
If typhoon signal no. 8 or above or the black rainstorm warning signal will be hoisted 4 hours before the event starts, the CPD course would be cancelled or postponed. Participants will be informed of the cancellation or the rescheduled date of CPD course in due course. In addition, the HKIFM reserves its right to change or cancel the venues, dates / times, speakers of any of the modules.

I agree to all the terms and conditions as contained in this registration form.

__________________________                           ________________________
Signature            Date

The Hong Kong Institute of Facility Management
A Comprehensive Certificate Course on
Legal Studies for FM Professionals (November 2014 to February 2015)

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Total (HK$) 0

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I agree to all the terms and conditions as contained in this registration form.

Signature _____________ Date ________________

Interested person may complete this registration form (download or fill online) & email to carey.chan@hkifm.org.hk or fax to 2537 4426. Completed form should also be sent by mail together with a crossed cheque (made payable to “The Hong Kong Institute of Facility Management Limited”) to Suite 2102 Connaught Commercial Building, 185 Wanchai Road, HK. (Tel: 2537 0456 Fax: 2537 4426 Website: www.hkifm.org.hk)

Personal data provided as part of an application for registration will, during the process, be used solely for that purpose, and in this connection the data will be handled by the HKIFM. Application data of unsuccessful applicants will be destroyed after the process has been completed. Data of successful applicants will become part of the record file and the data will thereafter be handled by the HKIFM.

Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of their personal data. Applicants wishing to access or make corrections to their personal data should submit written requests to the HKIFM.

( ) If you do not wish to receive any other information from the HKIFM, please put a tick in the box.
SESSION 1  CPD141107

Topic: Practical Approach to Standard Form of Building Contract

Speaker: Mr. C.Y. LAM

Mr. Lam has over 10 years working experience in construction industry before he is qualified as a solicitor in Hong Kong in 1992. Later he commenced his own legal practice and is the founding partner of Messrs. Fung, Wong, Ng & Lam, Solicitors & Notaries.

In his formative years, Mr. Lam was doing general practice but gradually specializes in construction (both contentious and non-contentious matters), property and facility management, personal injury, insurance and arbitration. He has handled hundreds of construction litigations and arbitrations.

Mr. Lam is Fellow Member of HKIFM and apart from serving as Council Member, he is also an Honorary Legal Advisor for HKIFM.

Date: 7 November 2014 (Friday)

Abstract:
- Introduce some aspects of the general law of contract
- Understand the entirety of a contract
- Highlight the usual modifications for a building contract
- Outline some important clauses in the Standard Form of Building Contract
- Case studies

SESSION 2  CPD141114

Topic: Practical Approach to Contractors’ All Risks and Employees’ Compensation Insurance

Speaker: Mr. C.Y. LAM

Mr. Lam has over 10 years working experience in construction industry before he is qualified as a solicitor in Hong Kong in 1992. Later he commenced his own legal practice and is the founding partner of Messrs. Fung, Wong, Ng & Lam, Solicitors & Notaries.

In his formative years, Mr. Lam was doing general practice but gradually specializes in construction (both contentious and non-contentious matters), property and facility management, personal injury, insurance and arbitration. He has handled hundreds of construction litigations and arbitrations.

Mr. Lam is Fellow Member of HKIFM and apart from serving as Council Member, he is also an Honorary Legal Advisor for HKIFM.

Date: 14 November 2014 (Friday)

Abstract:
- Introduce the general principle of insurance
- Highlight the types of insurance commonly used in the industry
- Outline exclusions, extensions, excesses and endorsement in the policy
- General discussion on the claims procedures
- Case studies
### SESSION 3  CPD141121

**Topic:** Environmental Law for FM

**Speaker:** Professor James Kenneth PONG, BSc (Bldg. Surveying), LLB., PCLL., PCEd., MSc (Property Investment), MSc (Urban Planning), Master of Corporate Governance (with Distinction), DipArb., F.PFM., FRICS, FHKIS, MRTPI, FCIARB., MCABE, FCS,FCIS, Certified Tax Advisor (HK), Authorized Person, Barrister

Prof. Pong was the Chief Prosecution Officer of the Environmental Protection Department of HKSAR Government from 2004 – 2013. Being the head of the Central Prosecution Unit, and with the delegation of the power to prosecute by the Director of Public Prosecutions, he was in charge of all the environmental prosecutions in Hong Kong.

Prof. Pong's professional landscape covers a wide range of disciplines. He is a very experienced Chartered Building Surveyor, a Chartered Building Engineer, a Chartered Town Planner, a Chartered Secretary, a Certified Tax Advisor (HK), an Authorized Person as well as a Barrister. He is a co-founding member of the Hong Kong Institute of Facility Management, and an Adjunct Professor of the Hong Kong University of Science and Technology. He is now running his own practice as a founding director of the Sundart Project Management & Consultancy Services Ltd, which is a wholly owned subsidiary of Sundart Group.

**Date:** 21 November 2014 (Friday)

**Abstract:**
- Noise Control Ordinance Cap.400
- Air Pollution Control Ordinance Cap.311
- Waste Disposal Ordinance Cap. 354
- Water Pollution Control Ordinance Cap. 358
- Case Studies

### SESSION 4  CPD141128

**Topic:** Intellectual Property Law for FM

**Speaker:** Mr. Frederick KWOK & Mr. Ken HUNG - Solicitors from Vivien Chan & Co

Mr. Frederick Kwok - BBA (Law) , LLB

Mr. Kwok is an associate of Vivien Chan & Co. His practice area is intellectual property and he has acted for many world renowned and multi-national companies in prosecution and enforcement of intellectual property rights in Hong Kong, China and worldwide.

Mr. Ken Hung -  BBA (Law) , LLB

Mr. Hung is an associate of Vivien Chan & Co. His practice areas include dispute resolution, intellectual property, regulatory compliance and employment.

**Date:** 28 November 2014 (Friday)

**Abstract:**
- Introduction of IP laws in Hong Kong
- Trademark registration
- Trademark infringement
- Passing off
- Subsistence and infringement of copyright
- IP issues in naming of building
- IP issues in promotion, advertising and broadcasting in a building
SESSION 5  CPD141205
Topic:  Contract Law for FM
Speaker:  Mr. Edmund CHAU of Li & Partners

Mr. Edmund Chau is an assistant solicitor of Li & Partners. He was admitted as a solicitor in Hong Kong in 2010. Mr. Chau’s areas of practice include commercial and general litigation, construction litigation and arbitration and non-contentious construction practice.

Mr. Chau has advised developers and contractors on various types of construction and building issues, as well as resolving disputes relating to building management. Besides contentious practice, Mr. Chau has advised clients on the use of various standard construction contracts, such as NEC3, FIDIC and Government forms.

Mr. Chau is also a qualified civil engineer. He is a professional member of the Hong Kong Institution of Engineers (Civil Division). Before commencing his legal career, he had worked as a civil engineer in an international engineering consultant firm for 4 years.

Modulator : Professor James Kenneth PONG, F.PFM, FRICS, FHKIS, FCS, FCIS, MRTPI, FCIArb, MCABE, Chartered Surveyor, Chartered Building Engineer, Chartered Town Planner, Chartered Secretary, Authorized Person, Certified Tax Advisor (HK).

Date:  5 December 2014 (Friday)
Abstract:
- Basic law of contract (concentration on how a minor or repair work contract can be formed, which would involve tendering etc)
- Some basic concepts on the Deed of Mutual Covenant (which is a kind of contract)
- What is the effect of having an Incorporated Owners instead of individual owners and who should be responsible for their decisions
- The role of Facility Managers / Property Managers in relation to the repair work / DMC etc.
- Case studies

SESSION 6  CPD141212
Topic:  Land Law for FM
Speaker:  Mr. K.Y. KWOK, LL.B. (Hons.), LL.M(HK), LL.M. (Beijing)

Mr. Kwok was admitted as a solicitor in Hong Kong in 1987, and have continued practising as such up to now. He is now a senior partner of M/s Li, Kwok & Law Solicitors & Notaries, in charge of its litigation and building management matters. His clients in building management cases include developers/landlords, leading property management companies and incorporated owners.

Date:  12 December 2014 (Friday)
Abstract:
- Principles of land law
- Nature of land title
- Land title and Land Registration System
- Leases, licenses, terms of tenancy, termination of lease
- Mortgages, mortgagee and mortgagors
- Experience sharing and updates of respective case law
- Case studies
Course Details :  

**SESSION 7  CPD141219**

**Topic:** Building Ordinance (A&A Works)

**Speaker:** Mr. Terry Ng, MSc, MRICS, MHKIC, MCIOB

Mr. Ng is a very experienced building surveyor. In his 32-year period with the Buildings Department, he worked for more than half of the time in the New Building Division vetting building submissions. He retired from the Department in November 2010. Mr. Ng is also an experienced speaker. He has delivered a number of short courses on the application of the Buildings Ordinance and Building (Planning) Regulations.

**Date:** 19 December 2014 (Friday)

**Abstract:**
- Brief review on the Ordinance / relevant CoP from perspective of FM
- Definition of building works, UBW, A&A works
- Sub-divided flats
- Experience sharing and updates
- Case studies

**SESSION 8  CPD150109**

**Topic:** Building Ordinance (Maintenance & Inspections)

**Speaker:** Mr. M.C. IP, BSc., LLB(Hons), PgD(Law), MA, MSc(BSE), APMP, MRICS, MHKIS(BS), MHKIS(P&FM), Authorized Person (Surveyor), F.PFM, MAPM, MCR, MSOE

Mr. Ip is the HKIFM's past president. He is now serving as the Chairman of Minor Works Contractors Registration Committee & Contractors Registration Committee (General Building Contractors) and also a member of Appeal Tribunal (Buildings Ordinance).

**Date:** 9 January 2015 (Friday)

**Abstract:**
- Brief review on the Ordinance / relevant CoP from perspective of FM
- Brief review on the Minor Works Control System (MWCS), Mandatory Buildings Inspection Scheme (MBIS) and Mandatory Windows Inspection Scheme (MWIS) from prospective of FM
- Registered Minor Works Contractors
- Registered Inspector
- Experience sharing and updates
- Case studies
SESSION 9 CPD150116

Topic: Experience Sharing - Building Management Ordinance
Speaker: Mr. CHUNG Pui Lam, G.B.S., JP

Mr. Chung Pui Lam is the Senior Partner of Chung & Kwan, Solicitors and Notaries Public.

Mr. Chung established Chung & Kwan, Solicitors in 1981. Apart from providing professional legal services, Mr. Chung actively participated and spared no efforts in community services, including honorary legal services to numerous local organisations, trade associations, clansman associations, Kai-fong associations, labour unions and civil servant unions.

Mr. Chung has held many public service positions. He was member of the Legislative Council between 1985 and 1991 and Sham Shui Po District Board between 1983 and 1991. Mr. Chung also served on various committees and educational institutions, including Council members of the Chinese University of Hong Kong and the Hong Kong Baptist College (granted as University in 1994), members of the Consumer Council, Chairman of the Protection of Wages and Insolvency Fund Board and various central and local advisory committees.

Mr. Chung has a broad research interests in Building Management studies. In 1988 to 1991, Mr. Chung was appointed as the Chairperson of Advisory Committee on Private Building Management, which was responsible for recommendation on amendment of the then Multi-storey Building (Owner Incorporation) Ordinance which was re-named as the Building Management Ordinance (Cap.344), Laws of Hong Kong.

Mr. Chung is currently appointed as the Chairperson of the Advisory Committee on the Regulation of the Property Management Industry and the Review Committee on the Building Management Ordinance respectively.

Mr. Chung is a recipient of numerous honours including the appointment of Justice of the Peace (JP) in 1989, the Officer of the Most Excellent Order of the British Empire (O.B.E.) in 1991 and the Silver Bauhinia Star (S.B.S.) by the HKSAR Government in 2005. In 2012, Mr. Chung was further awarded the Gold Bauhinia Star (G.B.S.) of the HKSAR.

Date: 16 January 2015 (Friday)

Abstract:
- Owners’ Corporation, Management Committee
- Deed of Mutual Covenant
- Integrity and quality building management
- Common problems, FAQ
- Experience sharing and updates
- Case studies
SESSION 10 CPD150123

Topic: Service Level Agreement and Two envelope Tendering
Speaker: Mr. H.W. LOW - F.PFM, FHKIS, FRICS, FCABE, bSHK, RPS(PFM/QS), MSc

Mr. Low is a quantity surveyor by profession, has over 30 years experience with specialisation in administration of works contracts and professional consultancy agreements. His services coverage includes all round development stages from early planning proposals up to completion and operation of built assets. He has also offered visiting lectureship for Higher Education Institutions in quantity surveying and facility management and has organised courses and workshops on BIM related subjects.

Date: 23 January 2015 (Friday)

Abstract:
- Development, functions and set up of Service Level Agreements (SLA)
- Key issues in developing and using SLA in FM
- Concepts and set up of Two-envelope tendering system
- Tender evaluation issues and experience sharing

SESSION 11 CPD150130

Topic: Mediation in FM
Speaker: Mr. KWAN Wai King, Frankie MBA, RPHM, MHKIH, AHKIARB

Mr. Frankie Kwan is a Registered Professional Housing Manager and member of Hong Kong Institute of Housing (HKIH). Besides, he is a Hong Kong Mediation Centre (HKMC) accredited mediator, Hong Kong Mediation Accreditation Association Ltd. (HKMAAL) general mediator, Coach and Assessor. Currently he also serves HKMC as Vice-President, overseeing Education and Professional Training Committee & Mediation Services and Development Committee and serves Joint Mediation Helpline Office (JMHO) as Alternate Director.

Frankie has over 25 years experience in facility management and property management in serving major developers and international surveyor firms in Hong Kong. He has solid experiences in providing mediation services for resolving land and property management related disputes. He speaks frequently at mediation workshops and seminars organized by HKMC and other professional bodies. He has authored publication in Housing Dynamics of HKIH.

Date: 30 January 2015 (Friday)

Abstract:
- Mediation in FM
- Development of Mediation in Hong Kong
- Mediation Ordinance (Cap. 620)
- What mediation is and the application of mediation Experience sharing
- Case studies
SESSION 12  CPD150206

Topic: Experience Sharing - Common pitfalls and problems found in Building Management

Speaker: Mr. CHUNG Pui Lam, G.B.S., JP

Mr. Chung Pui Lam is the Senior Partner of Chung & Kwan, Solicitors and Notaries Public.

Mr. Chung established Chung & Kwan, Solicitors in 1981. Apart from providing professional legal services, Mr. Chung actively participated and spared no efforts in community services, including honorary legal services to numerous local organisations, trade associations, clansman associations, Kai-fong associations, labour unions and civil servant unions.

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Date: 6 February 2015 (Friday)

Abstract:
- Based on Mr. Chung’s new book: “大廈管理法律百答”
- This book has over 200 questions and answers on Building Management (BMO, DMC, Maintenance, Building Manager and Owners’ Corporation etc.)
- Experience sharing and updates