

AALCO Hong Kong Regional Arbitration Centre (AALCO-HKRAC) Terms of Reference of Adjudicator Panel Selection and Appointment

I. Purpose

To establish transparent criteria and procedures for the appointment, assessment, and management of Adjudicators and Senior Adjudicators under AALCO-HKRAC's adjudication services.

II. Eligibility Criteria

A. Professional Qualification

Applicants must hold **one** of the followings:

1. Membership in **HKIA (The Hong Kong Institute of Architects)**, **HKIE (The Hong Kong Institution of Engineers)**, or **HKIS (The Hong Kong Institute of Surveyors)**.
2. Registration as an **Architect**, **Professional Engineer**, or **Professional Surveyor** in Hong Kong.
3. Valid Practising Certificate issued by **the Law Society of Hong Kong** or **Hong Kong Bar Association**.

B. Post-Qualification Experience

Adjudicator	No less than 7 years in contract administration, claims assessment, variation valuation, dispute resolution, or construction litigation; and	No Less than 5 years in preparing/assessing contractual claims or dispute resolution in Hong Kong .
Senior Adjudicator	No less than 12 years in the above fields; and	No less than 10 years in the above fields in Hong Kong .

C. Integrity

Applicants must:

1. Have **no conviction** by any court for corruption, fraud, conspiracy to defraud, or dishonesty-related offences;
2. Have **no finding of misconduct** by a disciplinary tribunal;
3. Satisfy the AALCO-HKRAC that no prior offence renders them unsuitable.

D. Training

Successful completion of **adjudication training provided by AALCO-HKRAC or those provided by HKIA, HKIE, HKIS or other recognized organisations** within **4 years** preceding the application.

E. General Suitability

The AALCO-HKRAC must be satisfied that the applicant is competent to perform adjudicator duties.

III. AALCO-HKRAC Adjudicator Panel Selection & Appointment Committee

1. Composition:

- 5 members, including:
 - 3 technical professionals (construction/engineering).
 - Director & Deputy Director of AALCO-HKRAC (*ex-officio*).

2. Functions:

- Assess applications against eligibility criteria.
- Maintain panels of Adjudicators/Senior Adjudicators.
- Propose enhanced eligibility criteria (*e.g., stricter integrity standards*).
- Nominate and appoint adjudicator under the Construction Industry Security of Payment Ordinance (Cap.652).
- Handle and decide complaints against adjudicators according applicable procedures.

3. Restriction:

Committee members shall not be nominated by the Committee as adjudicators but may be nominated by parties to an adjudication.

IV. Assessment Methodology

A. Application Process

1. Submission of:

- Verified CV, professional certificates, and employment history.
- Declaration of integrity (disclosing past convictions/disciplinary actions).
- Proof of recognized training.

B. Mode of Assessment

1. Documentary Review:

- The Committee verifies qualifications, experience, and integrity declarations.

2. Reference Checks:

- Direct validation of experience and suitability.

V. Review & Amendments

The eligibility criteria and assessment modes are to be reviewed regularly by AALCO-HKRAC.