

The WTC Macau Arbitration Center
Continuing Professional Development (CPD) Scheme for Arbitrators

I. Scope of Application

This Scheme applies to arbitrators listed on the “Panel of Arbitrators” of the WTC Macau Arbitration Center (the “Center”).

II. CPD Credit Requirements

During each three-year term of appointment, arbitrators are required to obtain a minimum of 5 CPD credits. The credits obtained shall serve as one of the reference factors for inclusion in the “Panel of Arbitrators” for the subsequent term. Credits may be obtained through the following means:

1. Participation in Professional Activities Organized by the Center

- Categories of Activities and Credit Calculation Criteria

Category	Credit Calculation Criteria	Remarks
1. Attendance at activities (lectures, seminars, workshops, etc.)	<ul style="list-style-type: none"> • Attendance: 1 credit per hour • Speaker: 2 credits per hour 	<ul style="list-style-type: none"> • Minimum duration: 1 hour • Partial attendance will be calculated based on actual hours attended • Credits are calculated in whole numbers (1 credit as the basic unit) • Maximum of 6 credits per single activity
2. Assistance in activities (mock arbitrations, teaching assistants, etc.)	<ul style="list-style-type: none"> • 2 credits per hour 	/

***The Center reserves the right to adopt alternative CPD credit calculation**

methods depending on the nature of the activity.

2. Participation in Professional Activities Organized by External Institutions

Arbitrators who wish to obtain CPD credits through participation in activities organized by institutions other than the Center must obtain recognition from the Center. The recognition and credit calculation criteria shall be determined by the Center, which retains final discretion.

Eligible activities include, but are not limited to:

- 1) Arbitral procedure and case management
- 2) Arbitration ethics and professional conduct
- 3) Settlement facilitation and negotiation skills
- 4) Other dispute resolution methods
- 5) Other arbitration-related training
- 6) Diversified dispute resolution

III. CPD Credit Application Procedures

1. Participation in Activities Organized by the Center

- 1) When organizing activities, the Center shall disseminate relevant information to arbitrators by appropriate means, specifying the CPD credits available. If not specified, the Center shall determine the credits according to established standards or at its discretion.
- 2) Arbitrators must register in advance and attend the activity.
- 3) Upon completion of the activity, arbitrators shall request an Attendance Certificate (see

Annex 1) from the Center’s staff on site. The certificate will clearly indicate the CPD credits awarded for the activity.

- 4) Arbitrators are responsible for retaining all attendance certificates as records of their CPD credits.

2. Participation in Activities Organized by External Institutions

Arbitrators who wish to count CPD credits from activities organized by external institutions must retain proof of attendance and, where applicable, proof of duration. Such documents shall be submitted at the time of the public application for the next term of the “Panel of Arbitrators”. The Center shall review the submitted supporting documents and determine whether the credits will be recognized and counted toward the CPD requirement.

3. Calculation of CPD Credits Upon Expiry of Term

At the time of public application for the next term of the “Panel of Arbitrators”, arbitrators shall complete a CPD Credit Application Form and submit relevant supporting documents. The Center shall calculate the total CPD credits obtained during the term based on the application form and supporting documentation provided.

IV. Implementation

This Continuing Professional Development (CPD) Scheme for Arbitrators shall take effect on June 1, 2026. Announcements of activities will be published on the official website of the Center and notified simultaneously by email. Arbitrators are required to

keep their personal information up to date, particularly their email address, to ensure timely receipt of relevant notifications.



Annex

The WTC Macau Arbitration Center

Certificate of Attendance

This is to certify that _____ (Name of Arbitrator) attended the following activity organized by the World Trade Center Macau Arbitration Center on ___ / ___ / _____:

Name of Activity: _____

Date of Activity: ___ / ___ / _____ (dd/mm/yyyy)

Location: _____

Types of Activity: Training / Seminar / Workshop / Other (please specify)

CPD Credits Awarded: _____ credits

Remarks:

1. This certificate serves solely as a record of the arbitrator's attendance at an activity organized by the WTC Macau Arbitration Center.
2. The arbitrator is responsible for retaining this certificate and submitting it at the time of public application for the next term of the "Panel of Arbitrators", as one of the reference factors for re-inclusion in the Panel.

Official Stamp / Authorized Signature of the Center: _____

Date of Issue: ___ / ___ / _____