

## CPD HOURS FOR ACTIVITIES OF IEM

*(The numbering is as per CPD Record Sheet)*

No	CPD Programme	Hours	Rationale and Basis
<b>3</b>	<b>Meetings</b> - <i>time weighted factor = 1</i> - <i>no limit</i>		
3.1	AGM/EGM at HQ	4	AGM/EGM would normally require 4 hours (9am – 1pm)
3.2	AGM/EGM at Branches	4	AGM/EGM would normally require 4 hours (9am – 1pm)
3.3	AGM Technical Division	2	AGM for TD would normally require 2 hours (5pm – 7pm)
3.4	Council Meeting	4	Council Meeting normally stretches from 3.30pm to 7.30pm
3.5	Excomm Meeting	4	Excomm Meetings normally takes place from 5pm to 9pm
3.6	Branch Committee Meeting	4	Excomm Meetings normally takes place from 5pm to 9pm
3.7	Standing Committee	3	Stand Com Meetings are normally held from 5.30pm to 8.30pm
3.8	Technical Division	2	TD Meetings are normally held between 5.30pm to 7.30pm
3.9	Sub-Committee to Stand Com	2	Sub-Com Meetings are normally held between 5.30pm to 7.30pm
3.10	Sub-Committee to Branch Standing Com	2	Sub-Com Meetings are normally held between 5.30pm to 7.30pm
3.11	IEM Rep in Outside Bodies	2	IEM Reps in Committees established by Governmental and Professional Bodies attend meetings normally from 9am to 11am or 2.30pm to 4.30pm
3.12	Stand Com Technical Talk	2	Talks normally takes place between 5.30pm to 7.30pm
3.13	Technical Div Technical Talk	2	Talks normally takes place between 5.30pm to 7.30pm
3.14	Half Day Seminar	4	Half Day Seminars are normally between 9am to 1pm. Coffee break is considered time for discussion and networking
3.15	One Day Seminar	8	One Day Seminars are normally between 9am to 5pm. Lunch and Coffee breaks are considered time for discussion and networking.
3.16	Half Day Technical Visit	4	Half day visits are normally between 9am to 1pm. Interaction and discussion during visit also considered as CPD.
3.17	One Day Technical Visit	8	One day visits are normally between 9am to 5pm. Interaction, discussion and networking done during visit considered as CPD.
3.18*	Committee for Standards of Writing and Code of Practice	-	To follow the half day or one day seminar depending on the length of the meeting,

<b>4</b>	<b>Presentation and Papers</b> - <i>time weighted factor = 10</i> - <i>maximum 30 hrs per year</i>	<b>Hours</b>	<b>Rationale and Basis</b>
4.1	Speaker – for presentation of papers	3	This would be the same for IEM speakers as the speaker would normally take 2 hrs to prepare and 1 hr to deliver the presentation.
4.2	Referee of Papers – per paper (review of technical papers before publication)	4	This gives the referee time to read through and edit the papers.
4.3	Publication for paper: - Journal - Bulletin - Book (> 100 pgs) - Book (less than 100 pgs)	20 10 60 40	

<b>5</b>	<b>Service Activities</b> - <i>time weighted factor = 1</i> - <i>max 30 hrs</i>	<b>Hours</b>	<b>Rationale and Basis</b>
5.1	PI Interviewer – Principal	8	PI normally takes place between 9am to 12pm for the Essay Writing; and 2pm to 4pm for the Interview. Examining submitted Reports and Drawings has <b>2</b> CPD Hours. Setting the Essay Questions and organising the Essay Writing can be aggregated to be <b>1</b> CPD Hour. Interview has <b>2</b> CPD Hours. Marking Essays has <b>2</b> CPD Hours. The Administrative work undertaken by the Principal Interviewer is given <b>1</b> CPD Hour.
5.2	PI Interviewer – 2nd	6	As above, except for Setting Essay Question and Administrative work done by the Principal Interviewer.
5.3	PI Reviewer	4	Going through Submitted Documents is given 2 CPD Hours and reviewing Essays 2 CPD Hours.
5.4	Mentor – Per Mentee per year	15	The Mentor normally meets the Mentee for about 1.5 hours per month over ten months a year.
5.5	Speaker – for IEM talks	3	The speaker normally takes 2 hr to prepare and 1 hr to deliver the talk.