

Registration Guidelines - IMCHK Annual Award - 2022
for the Best Use Cases of ISO 20700:2017 Self-Declaration Checklist

Objectives

- To promote public awareness of ISO 20700:2017;
- To emphasize the benefits of adopting ISO standards for both consultants and clients; and
- To recognise individual consultants who have demonstrated success in their consultancy assignments through the adoption of the ISO 20700 Self-declaration Checklist

Who should participate?

All consultants (in Hong Kong and GBA) trained in ISO 20700:2017

Language

Each participant should submit a written Use Case in English or Chinese, and give an oral presentation in either English, Cantonese or Putonghua. The participant could write the Use Case in one language and orally present it in another.

Use Case Format

Essay and/or point format to include, among other things, background of the consultancy assignment, evidence-based activities and findings during the adoption of Self-declaration Checklist, improvement actions needed etc.

Word counts should be 1,000 to 3,000

The Process

Stage	Particulars
1	Eligible participants submit their written use cases
2	Participants passing Stage 1 are invited to orally present their written use cases to a Panel of Judges <ul style="list-style-type: none">➤ Presentation (15 minutes)➤ Q&A (15 minutes)
3	Best use cases are selected by the Panel and nominated for the following three Awards: <ul style="list-style-type: none">➤ Gold Award (cash prize of HK\$2,500)➤ Silver Award (cash prize of HK\$1,500)➤ Bronze Award (cash prize of HK\$1,000)

Panel of Judges

Accredited ISO 20700 Trainer

1. Mr. Alvin Wong
2. Mr. Philip Wai
3. Mr. TK Share

Fellow CMC / Academic Fellow

1. Dr. C Y Wong
2. Dr. Stephen Ng
3. Dr. C W Cheung

Chief Judge

Mr. Daniel Chan, President IMCHK

The Timetable

Key Activities	Date & Time *
Award Announcement	Jan 2022
Registration Open	Feb 2022
Registration Close	31 st Mar 2022
Use Case Submission Deadline	31 st May 2022
Stage 1 Semi-final Announcement	30 th June 2022
Stage 2 Oral Presentation	July 2022
Stage 3 Final Announcement	Aug 2022
Award Ceremony	Sept 2022 (IMCHK Annual General Meeting)

* *subject to change without prior notice*

Participation Procedure

1. Complete the Registration Form and send it to IMCHK together with a digital copy of business card - both sides where applicable
2. Submit the written use case on or before 30 May 2022

Important Notices:

- a. *all submitted use cases may be used by IMCHK for marketing, promotion & training purposes;*
- b. *all participants must strictly observe the IMCHK's Code of Professional Conduct (such as 1.5, 3.2, 3.10 etc.) to preserve the confidentiality of client / project's information.*

Enquires

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Judging Criteria

Subject Areas	Criteria	%
[A] Enhancing the transparency between the consultants and the clients	Include basic information of the consultancy assignment Develop assignment approach and detailed work plan and review schedule for inclusion in the agreement. Undertake stakeholders' engagement and seek their commitment in the consultancy assignment. Ensure all consulting services and deliverables can be objectively evaluated as per pre-defined acceptance criteria. Include all relevant terms and conditions in the agreement. Confirm capability (both internal and external resources) to conduct the assignment. Establish a communication policy for client and stakeholders. Ensure the components of the execution phase are properly documented.	30%
[B] Improving the understanding between clients and consultants to achieve better results from the consultancy assignments	Take practical steps to understand clients' needs for the purpose of understanding the clients and their business operations. Research and document the client's background information, assumptions, scope and limits. Include relevant laws and regulations for the assignment in the agreement	20%

[C] Building trust between consultants and clients	<p>Review the status of the client’s assignment objectives, goals and the impact on the agreed plan and solutions on a regular basis.</p> <p>Assign the roles and responsibilities for the clients, stakeholders and consultants in the assignment.</p> <p>Include code of ethical and professional conduct in the agreement.</p> <p>Include a data protection and confidentiality policy in the agreement.</p>	20%
	<p>Include social responsibility as one of the outcomes of the assignment. Ensure the final evaluation and improvement have been agreed with clients and documented.</p>	
[D] Reducing risk in consultancy service	<p>Conduct practical risk assessment to ensure constraints / risk (including health and safety) have been considered in the assignment and recorded in the agreement.</p> <p>Establish a project governance system for the assignment</p> <p>Implement assignment monitoring and control and quality management methodology.</p> <p>Ensure change requests (and agreed consequences to the assignment) are properly documented and understood by clients.</p>	20%
(E) Promoting continuous improvement	<p>Provide insights & reflections after using the ISO checklist</p> <p>Provide feedback to ICMCI for further improvement</p>	10%

Note: All decisions made by the Panel will be final