

### APPENDIX 3.13A SUGGESTED CATEGORIES OF STAFF FOR SERVICES AND ADDITIONAL SERVICES

The following are recommended categories of staff for the Services but the list is not meant to be exhaustive.

Category	Minimum Qualification Requirement	Minimum Experience Requirement
Partners/ Directors	Corporate member of an appropriate professional institution or equivalent  <i>*[A partner, or a company director who is a member of the Board with voting power at Board meetings]</i>	15 years relevant post- qualification experience (applicable to professional membership only)
Chief Professional	Corporate member of an appropriate professional institution or equivalent	12 years relevant post- qualification experience
	University degree or equivalent in an appropriate discipline for specialist trades, such as <i>geology, transport, environmental science, or other trades where appropriate professional institutions are not commonly in existence</i>	17 years relevant post- qualification experience
Senior Professional	Corporate member of an appropriate professional institution or equivalent	5 years relevant post- qualification experience
	University degree or equivalent in an appropriate discipline for specialist trades, such as <i>geology, transport, environmental science, or other trades where appropriate professional institutions are not commonly in existence</i>	10 years relevant post-qualification experience
Professional	Corporate member of an appropriate professional institution or equivalent	No additional requirement
	University degree or equivalent in an appropriate discipline for specialist trades, such as <i>geology, transport, environmental science or other trades where appropriate professional institutions are not commonly in existence</i>	5 years relevant post-qualification experience
Assistant Professional	University degree or equivalent in an appropriate discipline	No additional requirement
Technical	Diploma or Higher Certificate or equivalent in an appropriate discipline	No additional requirement

As regards the additional Services, the managing departments should select, modify and append items to suit individual consultancy. If considered necessary, the categories could be further broken down into disciplines.

If the managing department specifies staff for additional Services of categories other than those mentioned above, the equivalent staff category in the Services should also be clearly specified in the invitation document.

\* [To be deleted. The requirement shall be removed from the suggested minimum academic/professional qualification requirement for staff under Partners/ Directors category. However, project offices may consider including the requirement if needed to suit the specific requirement of the project.]