

SECTION 3 MEMBERSHIP

3.01 Membership of the Chamber is open to suitably qualified CONSTRUCTION MANAGERS, as provided in *Article 3.02*, engaged in THE PLANNING AND MANAGEMENT OF PROJECTS RELATED TO THE CONSTRUCTION INDUSTRY

3.02 Eligible persons are to have a multi-disciplinary CONSTRUCTION MANAGEMENT background, consisting of professional experience, academic knowledge, and technical skills in CONSTRUCTION MANAGEMENT related disciplines. They shall have carried out academic level training and/or on-field experience.

3.03 In line with the provisions of *Article 3.02*, and subject to the provisions of *Articles 3.05, 3.06* and *3.10*, persons who fall within any of the requirements as set out in the 3 Tier framework identified below **shall be eligible for membership**:

The MCCM has three (3) types of membership. These three (3) types will be identified as Tier 1; Tier 2; and Tier 3.

Conditions and eligibility for these Tiers are explained hereunder:

Tier 1 (Construction Project Manager)

Eligible members for Tier 1 shall be:

Holders of the relevant Warrant of a Construction Project Manager as issued by the Government of Malta,

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Holders of a Degree or equivalent MQF/EQF Level 6 (or higher) in Construction Management,

&

Holders of a minimum of 2 years' experience in a Construction Management role. Experience is to be corroborated by presenting referral letters.

Tier 2 (Construction Site Manager)

Eligible members for Tier 2 shall be:

Holders of a Diploma/Certificate MQF/EQF Level 5 (or higher) in Construction Management,

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Holders of a minimum of 2 years' experience in a Construction Management role. Experience is to be corroborated by presenting referral letters.

Tier 3 (Associate Member)

Eligible members for Tier 3 shall be:

Holders of a minimum of 5 years' experience (or more) within the Construction Industry - Management Stream,

or

Holders of a Diploma/Certificate MQF/EQF Level 5 (or higher) in Construction Management.

Approved Academic Qualifications and Approved Field of Experience, can be found under Annex 1 and Annex 2 respectively

The Council Members or its delegated Officers shall examine applicants' Curriculum Vitae

- 3.04** Academic qualifications must be recognized by Malta Qualifications Recognition Information Centre [MQRIC].
- 3.05** The following shall not be eligible to become members of the Chamber or of any section, sub-section or committee thereof:
- (A) people interdicted from office, or otherwise interdicted by law;
 - (B) persons who have been convicted by the Criminal Court for serious offences. For the purposes of this article, the term **serious** refers to offences punishable according to law by imprisonment or by an equivalent penalty or sentence including probation and suspended sentences;
 - (C) persons who have for any reason lost their professional warrant, or had their warrant suspended;
 - (D) persons whose actions, practice, conduct or record is/are considered by the Council, as defined in **Section 6**, to be incompatible with, in breach of or counter to the spirit of the Chamber's aims, objectives, Code of Ethics or Code of Standards as per **Annexe 3** to this Statute;
 - (E) persons who are owners of, enrolled in, shareholders in, or members of any company, agency, institute, society, club or organisation whose Statute, aims, objectives, actions, practice, conduct, or record is/are considered by the Council, as defined in **Section 6**, to be incompatible with, in breach of, or counter to the spirit of the Chamber's aims, objectives, Statute, Code of Ethics, or Code of Standards as per **Annexe 3** to this Statute. Persons whose professional employment is the only link with a company, agency or other employer that falls within the above-mentioned categories are excluded from such ineligibility, provided that their relation would be compatible with the Chamber's aims, objectives, Statute, Code of Ethics, and Code of Standards;
 - (F) members of illegal organizations and/or secret societies. In the event of discovery that a member of the Chamber is enrolled in such an organization or society, the member in question shall have his/her membership in the Chamber automatically revoked, and the Council shall reserve the right to take further action against that person; and
 - (G) persons who do not meet the requirements for eligibility as set out in **Article 3.02** and **Article 3.03**.
- 3.06** If it is unclear whether a person is disqualified from membership under the provisions of **Article 3.05** above, the Council, on the advice of the Chamber Membership Board, shall decide whether he is eligible or not for membership. The Council's decision is final.

- 3.07** Any person eligible in terms of *Articles 3.02 to 3.05*, henceforth referred to as **applicant**, wishing to become a member of the Chamber must be proposed and seconded, on the appropriate form attached Herewith as *Annex A*, by two (2) members of the Chamber. A recent certificate of good conduct issued by the Police not more than six (6) months prior to the date of application for membership, as well as a detailed Curriculum Vitae and official proof of any academic qualifications and warrants (where applicable) issued by the relative University or institution officially recognized by the Chamber, shall be submitted to the Council together with the application form. All applications shall be received by the Council and shall be acknowledged in writing; a record thereof shall be kept by the Council.
- 3.08** Applicants' name, surname and ID/Passport numbers and the names, surnames and ID/Passport numbers of the proposing and seconding members shall be communicated to all members of the Chamber by the Council through the appropriate means determined by the Council.
- 3.09** Members shall have the opportunity to comment on the applications. Such comments shall be written or typed, shall bear the signature of the member or members making the comments, and shall be sent to the Chamber's official address so as to ensure receipt within fifteen (15) days from the date of the official communication. The submissions received shall be treated with confidentiality.
- 3.10** Applications for membership will be considered by the Council, which will reserve the right of approving or refusing such applications, subject to *Articles 3.01 to 3.06* above. The Council's decision to approve or refuse membership shall be based on the criteria set out in *Articles 3.01 to 3.06* of this Statute and on the recommendations received from members, provided that the latter are in line with *Articles 3.01 to 3.05*.
- 3.11** The applicant shall be notified of the decision of the Council, in writing and within not more than two (2) months from the date of the acknowledgement referred to in *Article 3.07*. The Council may extend the timeframe if it requires further evidence relating to the application.

- 3.12** In the event of refusal of membership to any applicant, the proposer and seconder shall have the right to jointly appeal to a General Meeting, provided that notice of appeal is received by the Council within one (1) month from the date of notice of refusal.
- 3.13** In the event of failure by the Council to notify the applicant as per *Article 3.11* above, the proposer and seconder shall have the right to jointly appeal to a General Meeting, provided that notice of appeal is received by the Council within one (1) month from the expiry of the two-month period specified in *Article 3.11*.
- 3.14** No person whose admission has been refused may be re-proposed for membership before the lapse of one (1) calendar year.
- 3.15** An annual subscription fee to be determined by the Council from time to time, and ratified by a General Meeting, shall be payable in advance by each person admitted to membership. Payment of this fee in due time, as established by the Council, shall be considered as a requisite for membership, subject to *Article 3.16* below. The Council may also, subject to ratification by a General Meeting, make provision for different grades or categories of membership and for subscription fees corresponding thereto. The subscription fees currently in force are attached herewith in *Annex B*.
- 3.16** At the discretion of the Council, a member who fails to pay his annual fee by the thirty-first (31st) day of October of the respective calendar year shall forfeit their membership and shall have to re-apply for membership according to *Article 3.07* above; the Council shall inform the member concerned of his forfeiture. The Council shall, however, seek to avoid such occurrence by issuing clearly worded reminders in due time before the specified date.
- 3.17** Persons who have been admitted to membership in the Chamber and who have duly paid their subscription fee shall be issued with a membership certificate (*tessera*) by the Council, as proof of their valid membership. Such membership certificate shall:
- (A) bear the official address and emblem of the Chamber;

- (B) be signed, on behalf of the Chamber, by an officer appointed by the Council for the purpose, the name of the signing officer being clearly indicated on the certificate; and
- (C) contain membership details including the name, surname and Id / Passport number and membership number of the member concerned, the term during which the certificate is valid, the Category of membership as applicable, and any other details which the Council deems relevant.

Members shall submit or present their membership certificate as required by the provisions of this Statute, and whenever reasonably requested by the Council or by officers of the Chamber, provided that the Council's decision shall be final.

3.18 Members of the Chamber shall have the right to resign from the Chamber without any obligation to give any reason for such resignation. A member wishing to terminate his membership shall notify the Secretary of the Chamber in writing.

3.19 A resigning member shall forfeit the subscription fee which he may have paid in advance and shall in fact remain liable for the subscription up to the thirty-first (31st) of October of the calendar year in which he resigned. The provisions of this article (*Article 3.19*) shall also apply in the event of:

- (A) forced resignation as per *Article 3.20* below;
- (B) suspension of membership in terms of *Section 12* below; or
- (C) expulsion from the Chamber in terms of *Section 12* below.

3.20 A member whose status or situation has altered since admission in such a manner as to deprive him of one or more of the requirements which make him eligible for membership shall be called upon, in writing, to submit his written resignation forthwith. If such member fails to resign within one (1) month from the date on which he is called upon to do so, the Council shall remove the member's name from the membership list. In both cases, membership of the Chamber shall be deemed to have ceased in all respects. The member concerned shall have the right to appeal to a General Meeting against his forced resignation, provided that notice of appeal is received by the Council within one (1) month from the date of the Council's call for his resignation.

- 3.21** In the event of forced resignation as per *Article 3.20* above, the member shall have the right to appeal to a General Meeting, provided that notice of appeal is received by the Council within one (1) month from the date on which he is called upon to resign.
- 3.22** Without prejudice to the provisions of *Articles 1.04, 1.05,* and *3.05* above and to the Chamber's Code of Ethics and Standards as set out in *Annex 4* to this Statute, the Chamber shall encourage its members to enroll in other professional, academic and research institutions and other organizations whose Statute, aims, objectives, actions, practice, and record are compatible with those of the Chamber, in addition to their membership in the Chamber.
- 3.23** Members of the Chamber shall be entitled to include the title designation of *Member of the Malta Chamber of Construction Management*, abbreviated to; Tier 1 *mMCCM-cpm*; Tier 2 *mMCCM-csm*; Tier 3 *mMCCM-am*, with their other qualifications and designations.

APPROVED ACADEMIC QUALIFICATIONS

With reference to Section 3 and Section 4 of the Statute, the following academic qualifications are, in general, considered as suitable and eligible for Tier 1 and Tier 2 memberships, respectively. Nonetheless, in order to ascertain the applicant's validity, relevance, multi-disciplinary, sufficiency and overall level and standard, the Chamber Membership Board and/or its delegated officers, shall carry out a thorough assessment of each and every individual application for membership, specifically, with regards to the academic subjects/module content of the courses forwarded, any other training that may have been pursued by the applicant, as well as the applicant's experience in the field of Construction Management. In the process, the Chamber Membership Board, may request applicants to submit further substantiation documents such as samples of their work, referral letters from clients or employers or any other documentation as may be necessary.

TIER 1 (Construction Project Manager)

Tier 1 membership, for all intents and purposes, shall be processes in line with the procedures of the local Warrant of the Construction Project Manager (CCPM) as regulated by the Government of Malta. Consequently, all academic qualifications accepted and endorsed by the Warranting Board of the CCPM through its review process and followed by the issuance of a Warrant shall be deemed acceptable result in a Tier 1 Membership Status.

Tier 1 membership is the entry level for Construction Project Managers (MCCM_CPM). The following is a list of Undergraduate and Post Graduate qualifications and courses that are deemed to be generally adequate for applications intended for Tier 1 membership in the Chamber of Construction Managers. This list is by no means final and exhaustive, diversely, this is to be considered as a live and fluid document that will be gradually developed and populated with the reviewed, accepted, and approved courses by the Chamber Membership Board, during the Chamber's applications processes.

It must be noted that to be eligible for Tier 1 membership the Approved Academic Qualifications must also be accompanied by 2 years of relevant experience as stated in Section 3 of the Statute and detailed in Annex 2 Approved Fields of experience.

The list shall be maintained by the Chamber so to serve as a general guideline for those applicants that would like to corroborate their current qualifications or for applicants that are in search of courses/qualifications that will make them eligible for Tier 1 membership and the Warrant of a Construction Project Manager (CCPM).

Other qualifications/courses might be eligible and included in the list following approval by the Chamber Membership Board and following verification of eligibility of the course through the The Malta Qualifications Recognition Information Centre (MQRIC) as this must be certified MQF level 6 or higher. As part of the approval process, the Chamber Membership Board shall scrutinize the content of the course and ensure that, as a minimum, this has specifically addressed the following core subjects, namely:

- Contracts and Construction Law
- Safety, Environment and Sustainability
- Principles of Structures and Building Fabric
- Construction Technology and Materials
- Construction Project Management and Site Management
- Construction Planning, Procurement and Finance

List of Undergraduate and Post Graduate qualifications Eligible for Tier 1 Membership

Local Institutions

| Name of Institution Ref No | Name of course | MQRIC |
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Foreign Institutions

| Name of Institution Ref No | Name of course | MQRIC |
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TIER 2 (Construction Site Manager)

Tier 2 membership is the entry level for Construction Site Managers (MCCM_CSM). The following is a list of qualifications, certificates and courses that are deemed to be generally adequate for applications intended for Tier 2 membership in the Chamber of Construction Managers. This list is by no means final and exhaustive, diversely, this is to be considered as a live and fluid document that will be gradually developed and populated with the reviewed, accepted, and approved courses by the Chamber Membership Board, during the Chamber's applications processes.

It must be noted that to be eligible for Tier 1 membership the Approved Academic Qualifications must also be accompanied by 2 years of relevant experience as stated in Section 3 of the Statute and detailed in *Annex 2 Approved Fields of experience*.

The list shall be maintained by the Chamber so to serve as a general guideline for those applicants that would like to corroborate their current qualifications or for applicants that are in search of courses/qualifications that will make them eligible for Tier 2 membership.

Other qualifications/courses might be eligible and included in the list following approval by the Chamber Membership Board and following verification of eligibility of the course through the *The Malta Qualifications Recognition Information Centre* (MQRIC) as this must be certified MQF level 5 or higher. As part of the approval process, the Chamber Membership Board shall scrutinize the content of the course and ensure that, as a minimum, this has specifically addressed the following core subjects, namely:

- Contracts and Construction Law
- Safety, Environment and Sustainability
- Principles of Structures and Building Fabric
- Construction Technology and Materials
- Construction Project Management and Site Management
- Construction Planning, Procurement and Finance

List of Undergraduate and Post Graduate qualifications Eligible for Tier 2 Membership

Local Institutions

| Name of Institution Ref No | Name of course | MQRIC |
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Foreign Institutions

| Name of Institution Ref No | Name of course | MQRIC |
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TIER 3 (Associate Member)

Tier 3 membership is the entry level for the Associate Member (MCCM_AM).

There is no obligatory minimum level of academic qualification for Tier 3 membership as this is open to anyone working in the Construction Management environment in general and at any level.

Tier 3 is to be considered as the introductory level for the Chamber of Construction Managers and is intended to include for those candidates that, for any reason, would not meet the minimum requirements of the other Tiers but would like to be part of the local community of Construction Managers, be a full member of the Chamber and thus, to take advantage of all the benefits this has to offer for the development of a career in Construction Management.

Amongst others Tier 3 would be welcoming candidates that:

- Have a minimum of 5 years' experience in the field of Construction Management but do not possess the necessary relevant academic qualifications.
- Have successfully obtained the minimum academic levels for the other Tiers but are currently building up their relevant experience.

APPROVED FIELDS OF EXPERIENCE

Approved Fields of Experience

To be eligible for membership within the various Tiers, candidates shall be required to prove the minimum years of experience as stated in the Section of the Statute. Experience is expected to be pertinent and relevant in the various fields of Construction Management, depending on the Tiers as detailed below.

TIER 1 (CONSTRUCTION PROJECT MANAGEMENT)

The Construction Project Manager is, in general, expected to be knowledgeable and experienced in the various facets of Construction Management and to effectively implement projects through proper planning, coordination, control and monitoring of designs, works programs, budgets, contracts, and construction processes. Moreover, the Construction Project Manager is expected to develop effective communication channels and implement mechanisms for identifying project issues and successful conflict resolution.

It shall be the applicant's responsibility to demonstrate, to the Chamber Membership Board, sufficient and adequate experience in the multi-disciplinary and professional approach to Construction Management.

Applications shall be subject to thorough review and analyses, by the Chamber Membership Board and/or its delegated officers, so to verify that the experience of the applicant is relevant and sufficient and to ensure that this meets the requirements of the provisions of the Statute. To this effect, the Chamber Membership Board, may request applicants to submit further substantiation documents such as samples of their work, referral letters from clients or employers or any other documentation as may be necessary.

Applications shall be expected to demonstrate experience in line with the below minimum requirements, namely:

- **Project Management Planning:** Experience in the definition of project high level objectives and plans including identification and description of the scope, budgeting, scheduling, setting of key performance requirements, and selecting project participants/key stakeholders. The setting up of official and effective communication channels and monitoring and coordination of the various inputs from the various stakeholders.

- **Cost Management:** Experience in the setting up of project budgets and feasibility studies, effective management of tendering and adjudication mechanisms and procurement of works as well as monitoring of project costs and tracking, supervising and controlling project cost changes and variations.
- **Time Management:** Experience in the planning, phasing, sequencing and drafting of detailed project programs and plans. The identification of milestones and risks as well as the constant and effective monitoring of work plans, reporting and identification of mitigatory measures and ways to address any delays and time management issues.
- **Quality Management:** Experience in the setting up of adequate quality monitoring and supervision systems covering all aspects of projects from design to specification to actual implementation and installation on site.
- **Contract Administration:** Experience in setting up contractual links within the various project stakeholders as well as to manage, monitor and supervise inputs and outputs so to ensure that obligations and commitments are fulfilled and respected. Experience in formal and official governance of contracts and contractual matters is expected.
- **Site and Safety Management:** Experience in the management of site related aspects such as logistics, safety and the adherence to local construction regulations. Setting up of site safety protocols and constant monitoring of safety procedures and the management and implementation of ongoing mitigatory measures

TIER 2 (CONSTRUCTION SITE MANAGEMENT-CSM)

The Construction Site Manager is expected to be knowledgeable and experienced in the various facets of Construction Management although such experience shall be backed up with lower academic qualifications than that of the CPM. However, whilst it is understood that the experience of the CSM would be inclined more towards site related aspects of construction management the CSM would still be required to demonstrate good understanding of the various facets of management such as detailed planning and sequencing of works, safety practices, contract understanding and interpretation, effective communication and suitable monitoring, supervision and reporting skills.

It shall be the applicant's responsibility to demonstrate, to the Chamber Membership Board, sufficient and adequate experience in the multi-disciplinary and professional approach to Construction Site Management.

Applications shall be subject to thorough review and analyses, by the Chamber Membership Board and/or its delegated officers, so to verify that the experience of the applicant is relevant and sufficient and to ensure that this meets the requirements of the provisions of the Statute. To this effect, the Chamber Membership Board, may request applicants to submit further substantiation documents such as samples of their work, referral letters from clients or employers or any other documentation as may be necessary.

Applications shall be expected to demonstrate experience in line with the below minimum requirements, namely:

- **General Supervision of the Project Construction Phase:** Experience in direct supervision and monitoring of construction works in general. The understanding and interpretation of the various construction related documents such as programs of work, specifications, drawings, contracts, bills of quantities etc...
- **Management of Project Stakeholders:** Experience in the effective management and coordination of inputs from the various project stakeholders such as, but not limited to, Project Managers, Architects, Engineers, Designers, Contractors, H&S Supervisors, Quantity Surveyors, QA Agencies, Suppliers, other Professionals, relevant Authorities and the public in general.
- **Detailed Planning and Coordination of Construction Operations:** Experience in the direct planning, supervision and coordination of the various operations carried out by contractors on site. The detailed understanding of project information, materials and working methods so to effectively identify

human resources allocations and adequate plant and equipment so to ensure that works are implemented efficiently, safely and within the required timeframes. Reporting on planning, procurement, resourcing and site related matters as well as effective administration of documentation.

- **Project Quality Monitoring:** Experience in understanding and interpretation of project information and to effectively manage quality related processes and systems so to monitor the implementation of works on site and that these are carried out up to the required quality standards and specification. Reporting on quality issues and effective administration of related documentation.
- **Project Cost Monitoring:** Experience in understanding and interpretation of budget and cost related information and to effectively manage cost related procedures such as interim costs and change orders/variations so to monitor budgets and expenditure. Reporting on cost related matters and effective administration of related documentation.
- **Management and Monitoring of Health and Safety on Site:** Experience in the understanding of safety related documentation, liaising with the necessary H&S experts (both from Client and Contractor sides) and to monitor processes required to ensuring the effective follow-up on any required hazard mitigation measures as may be specified in safe works method statements, risk assessments and periodic H&S reports.
- **Project Issues Management:** Experience in the detailed vetting and analyses of project information so to facilitate the timely identification and foreseeing of potential operational, logistical and site implementation related matters as well as the proposal and suggestion of the necessary prevention and mitigatory measures to the project team.
- **Permits and Authorizations:** Experience in the obtainment of the required permissions and authorizations as may be necessary for the safe and regular undertaking of works on site. Such permits may include external authorizations such as local councils and government entities as well as project related authorizations such as permits to dig, permits to lift, hot works permits etc..

TIER 3 (Associate Member-AM)

Tier 3 is to be considered as the introductory level for the Chamber of Construction Managers and is open to all those candidates working in the field of Construction Management in general and at any level. The Associate Member, if not in possession of a Diploma/Certificate MQF/EQF Level 5 (or higher) in Construction Management, shall be expected to demonstrate a minimum of 5 years' experience in line with the requirements detailed for the CSM above.

Applicants for Tier 3 Membership shall be encouraged to work themselves up the Tiers of the Chamber and shall be expected to remain in the Tier for a limited time until they manage to obtain the minimum requirements for the other two Tiers.

Notes:

- (1) Applicants that have enough academic credentials to qualify for Tier 1 but not the experience indicated on the statute, will be temporarily placed in Tier 2 until they gain the minimum Construction Management experience required.
- (2) Applicants that possess enough experience to qualify for Tier 1 but don't have the minimum academic requirements, will be also placed in Tier 2 until the relevant academic qualifications area obtained.
- (3) Applicants that don't have any of the minimum requirements indicated for the specific tier (both academic and experience), will be temporarily placed in Tier 3.

This document emphasizes that the final aim is that all members of the chamber fall in the Tier 1 and Tier 2 category, so the Tier 3 is expected to be a transitional Tier that in a short time will be abolished.