

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Represent the company to perform obligations in trade associations and liaise with relevant organisations
Code	LOCUOM404B
Range	This unit of competency is applicable to sea freight, air freight, and express operators. Practitioners should be capable to represent the company to perform obligations in trade associations and liaise with relevant organisations.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess basic knowledge of trade associations and relevant organisations</p> <ul style="list-style-type: none"> • Understand the development and status of the industry • Understand the concepts of interest groups and their roles in the industry • Understand the operation and market situation of the industry • Understand the aims, structure and terms of reference of the trade associations, academic societies and advisory bodies in the industry, and their relationships with the government and other relevant organisations • Understand the obligations, commitment and contribution required as an enterprise of joining the above-mentioned organisations • Master the channels or mechanisms for collecting staff views • Master the development direction of the industry and conflict of interest among individual association • Understand the new policies of the present or future government and their merits and demerits, and the impact on the industry or the company <p>2. Perform obligations in trade associations and liaise with relevant organisations</p> <ul style="list-style-type: none"> • Solicit the views of the company management, and the staff from other levels on specific issues or policies • Establish channels or mechanisms to collect staff views regularly • Establish channels or mechanisms to release the news of trade associations to staff • Represent the company to attend meetings of relevant trade associations/organisations or perform obligations in the capacity of member, president or secretary • Represent the company to attend the annual general meeting and other meetings • Represent the company to express the views on present or new policies • Represent the company and the industry to make constructive recommendations or options to the government or stakeholders • Represent the company and relevant organisations to review the market direction and trend to build the best, fair and healthy market competitive environment • Express opinions to the outsider based on the interests of the company • Maintain liaison with relevant organisations and groups, and share their views • Write a proposal or position statement • Respond to enquiries and criticisms from members, external bodies and the media • Attend the activities or ceremonies of relevant organisations
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to represent the company to join the trade associations and their activities and perform obligations as a member;

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	<ul style="list-style-type: none">• Represent the company to join the trade associations and its activities and express the views as a member and its responsibilities; and• Capable to establish bilateral communication channels, collect comment from staff of management and all other levels, act as the bridge between the company staff and the trade associations
Remark	