

## **Guidelines and Arrangements for Media Representatives in the Legislative Council Complex**

### **GENERAL**

It is the policy of The Legislative Council Commission to enable media representatives to interview with Members of the Legislative Council ("LegCo") in an environment which is conducive to facilitating the reporting of LegCo business by media representatives. These guidelines and arrangements are set out for the reference of media representatives and for the LegCo Secretariat to follow. They may have to be changed from time to time to reflect changing circumstances. Should that be considered necessary, media representatives will be consulted before any proposed changes are implemented.

### **Seating for media representatives at the Chamber and Conference Rooms**

All meetings of LegCo are open to the public and the media. Meetings of LegCo committees are normally held in public, unless otherwise provided by the Rules of Procedure of LegCo or decided by the committees concerned. There are seats reserved for the media in the press gallery of the Chamber, and in Conference Rooms 1, 2, 3 and 4 of the LegCo Complex. Seats are allocated on a first-come-first-served basis and may be reserved by calling 3919 3399 during office hours, from 9 am to 6 pm, Monday to Friday.

### **Weekly Meeting Schedule**

A press release is issued by the LegCo Secretariat weekly, normally on Fridays, to provide details of the meetings of the Council and its committees to be held in the following week. However, it does not contain agendas for closed meetings. A copy of the press release is posted on the notice board inside the Press Room. Information on the schedule and agendas of meetings is also available via the LegCo Telephone and Fax Enquiry Hotline (Tel. 3919 3333) and in the "LegCo Calendar" on the LegCo Website (<http://www.legco.gov.hk>). Please note that sometimes it may be necessary to make last minute changes to the information for reasons beyond our control.

### **Admission Pass for Media Representatives**

To facilitate media representatives to do their work in the LegCo Complex, the LegCo Secretariat issues Admission Passes or Temporary Admission Passes to them for facilitating their access to and use of the LegCo Complex and some of the facilities such as the LegCo Library and the Cafeteria within the Complex.

As a general policy, Admission Passes are issued to media representatives of mainstream local news media and major overseas news organizations who need to come to the LegCo Complex frequently to cover LegCo meetings and events.

For the purpose of issuing Admission Passes to media representatives, the following are considered as mainstream local news media:

- a. Local newspapers published at least five days a week and are put on sale in the newspaper kiosks, stalls, convenient shops and other outlets;
- b. Free local newspapers published at least five days a week and are distributed in

various locations throughout Hong Kong;

- c. Local news magazines published at least once a month and carry at least one article about LegCo or LegCo Members in every issue and are put on sale in the newspaper kiosks, stalls, convenient shops and other outlets;
- d. Government-funded TV/radio broadcasters;
- e. Commercial TV broadcasters that operate legally in HKSAR and possess a Domestic Free Television Programme Service Licence or a Domestic Pay Television Programme Service Licence granted by the Chief Executive in Council under section 8(1) of the Broadcasting Ordinance (Cap.562), or a Non-domestic Television Programme Service License granted by the Broadcasting Authority under section 8(2) of the Broadcasting Ordinance (Cap 562);
- f. TV organizations that operate legally in HKSAR and possess the Fixed Telecommunications Network Services Licence, or Fixed Carrier Licence, or Unified Carrier Licence issued by the Telecommunications Authority under the Telecommunications Ordinance (Cap 106);
- g. Radio organizations that possess a Sound Broadcast Licence granted by the Chief Executive in Council under section 13C(2) of the Telecommunications Ordinance (Cap 106);
- h. Online news media associated with an eligible mainstream local news media; and
- i. Other types of news media registered under the Registration of Local Newspapers Ordinance (Cap.268).

And, news agencies, newspapers, magazines and television/radio on the list of "Overseas Journalists in Hong Kong" compiled by the Overseas Public Relations Sub-division of the Information Services Department are considered as major overseas news organizations.

Admission Pass holders can access the LegCo Complex without undergoing the registration procedure at the reception counters. An Admission Pass is valid for a LegCo term unless it is stated otherwise on the pass. In order that these passes may be updated, media representatives should apply for new passes before a new LegCo term begins or anytime considered necessary by the LegCo Secretariat.

Media representatives of news organizations who are not eligible to apply for Admission Passes or only need to access the LegCo Complex on an ad hoc basis to cover LegCo meetings and activities may apply for Temporary Admission Passes. Temporary Admission Passes are only issued to persons who are able to produce written proof that they are media representatives. Such written proof may be in the following form:

- Staff card of the applicant (with photo) issued by the news organization he/she represents; and either
  - (a) a copy of the Business Registration Certificate of the news organization as well as evidence showing that it is operating on a commercial premises and employs at least one full time staff in the editorial department; or
  - (b) at least one issue of the newspaper or magazine published which carries at least one article about LegCo or LegCo Members if the applicant is from the print media; or
  - (c) website address for online news media applicants with evidence proving

that the news portal has covered LegCo news or has interviewed LegCo Members.

Admission Pass holders who fail to present their Admission Passes or media representatives who do not have an Admission Pass are required to apply for Temporary Admission Passes when entering the LegCo Complex. To prove their identity, they must show their staff cards which bear their photo to the LegCo Secretariat staff. Business cards will not be accepted as sufficient proof of identity.

Subject to the availability of space and facilities in the LegCo Complex, student reporters of news publications or electronic news media operated by the journalism departments of tertiary institutions may be issued Temporary Admission Passes. Due to constraint of space, only two Temporary Admission Passes will be issued to one such news publications/electronic news media at any one time. Students working for experimental newspapers and electronic media in secondary and primary schools will not be issued Temporary Admission Passes for media representatives. These students may be issued Admission Passes for general visitors and are seated at the public gallery.

As it will take some time to verify the identity of news media and its representatives, it is strongly advised that all applicants for an Admission Pass should have all the relevant documents ready before making the applications. An application may be handed in by hand or sent by email with all the pertinent documents to [pid@legco.gov.hk](mailto:pid@legco.gov.hk) one day before the applicant turns up at the LegCo Secretariat to follow up the application. Each application for an Admission Pass will be considered individually by the LegCo Secretariat which may decline such application if the applicant does not meet the conditions set out above.

All Temporary Admission Passes are valid on the date of issue only. Holders of the Temporary Admission Passes must return the passes to the reception counters before leaving the LegCo Complex.

Media representatives should display their Admission Passes or Temporary Admission Passes prominently at all times when they are in the LegCo Complex.

## **GUIDELINES AND ARRANGEMENTS FOR MEDIA COVERAGE OF COUNCIL MEETINGS**

### Agenda

Council meeting agendas are normally uploaded onto the LegCo Website (<http://www.legco.gov.hk>) and put on the LegCo Telephone and Fax Enquiry Hotline on Monday afternoons. Limited copies of the agenda are placed inside the Press Room on Tuesdays, and outside the public/press galleries of the Chamber on the 2/F of the LegCo Complex, 30 minutes before a Council meeting starts.

### Television Coverage

Media representatives of TV news organizations may film the proceedings of the Council from the designated positions in the press gallery of the Chamber on 2/F during Council meetings. Care should be taken to ensure that no objects will fall from the press gallery whilst doing so. They may also film the proceedings from inside the TV/Radio

Rooms, the four Photo Rooms, and from the Education Gallery. Moreover, they may use the audio/video signals of the proceedings provided by the in-house TV production team of the LegCo Secretariat.

### Still Photography

Media photographers may take pictures from the press gallery of the Chamber before a Council meeting starts. Once the meeting is in progress, they may take pictures (without using flashes or lighting) from the Photo Rooms on 1/F and 1M/F, and from the Education Gallery. Where a photo room is full, staff of the LegCo Secretariat may ask a photographer seeking entry to go to other photo rooms which are not yet full.

Photographers working for the LegCo Secretariat may be given priority in the use of the Photo Rooms and other designated locations for taking photographs. These photographers are Secretariat staff, photographers commissioned by the Commission or photographers deployed to work for the Commission by the Information Services Department.

### TV Lighting

Use of TV lighting or flashes is not allowed when filming the proceedings of the Council from the press gallery of the Chamber, inside the TV/Radio Rooms or the Photo Rooms, or from the Education Gallery if it causes disturbance to the conduct of proceedings of the Council.

### Sound Recording

Media representatives may use the clean sound box installed inside the Press Room or the recording sockets installed at the seats in the press gallery to record the proceedings of the Council. They may also watch on television the live broadcast of Council meetings in the Press Room.

### Distribution of Voting Results and Members' Draft Speeches

Copies of voting result of divisions and Members' draft speeches will be placed in the Press Room when they are available. Voting results can also be obtained through the LegCo Telephone and Fax Enquiry Hotline and from the LegCo Website.

## **GUIDELINES AND ARRANGEMENTS FOR MEDIA COVERAGE OF COMMITTEE AND SUBCOMMITTEE MEETINGS**

### Agenda and Papers

Limited copies of the agenda and papers of a committee meeting will be available outside the public/press galleries of the meeting venue and inside the Press Room before the meeting starts.

### TV Camera Positions

In the rooms mentioned below, fixed locations are designated for setting up of cameras and all cameras must be mounted on proper stands or tripods when filming.

- Room 1:** Designated positions in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which might endanger those sitting below. TV camera crews may also film the meetings in the Photo Rooms on 2/F and 3/F, but photographers have priority in using these Photo Rooms.
- Room 2A:** Designated positions in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which might endanger those sitting below. TV camera crews may also film the meetings in the Photo Room on 2/F, but photographers have priority in using this Photo Room.
- Room 2B:** Designated positions in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which might endanger those sitting below. TV camera crews may also film the meetings in the Photo Rooms on 2/F, but photographers have priority in using these Photo Rooms.
- Room 3:** Designated positions in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which might endanger those sitting below. TV camera crews may also film the meetings in the Photo Room on 2/F, but photographers have priority in using this Photo Room.
- Room 4:** Where a meeting to be held in Room 4 is open to the public, designated positions will be set up at the back of the room for TV camera crews to cover the meeting.

### TV Lighting

Use of TV lighting or flashes is not allowed when filming the open meetings of the committees and subcommittees held in Conference Rooms 1, 2, 3 and 4.

### Still Photography

- Room 1:** Photographers may take pictures from the press gallery on 3/F before a committee or subcommittee meeting starts. Once the meeting is in progress, they should take pictures in the Photo Rooms on 2/F and 3/F. Use of flashes or lighting is not allowed during the meeting.

- Room 2A:** Photographers may take pictures from the press gallery on 3/F before a committee or subcommittee meeting starts. Once the meeting is in progress, they should take pictures in the Photo Room on 2/F. Use of flashes or lighting is not allowed during the meeting.
- Room 2B:** Photographers may take pictures from the press gallery on 3/F before a committee or subcommittee meeting starts. Once the meeting is in progress, they should take pictures in the Photo Rooms on 2/F. Use of flashes or lighting is not allowed during the meeting.
- Room 3:** Photographers may take pictures from the press gallery on 3/F before a committee or subcommittee meeting starts. Once the meeting is in progress, they should take pictures in the Photo Room on 2/F. Use of flashes or lighting is not allowed during the meeting.
- Room 4:** Photographers may take pictures from the back of the room before an open meeting of a committee or subcommittee starts.

#### Sound Recording

- Rooms 1, 2A, 2B and 3:** Media representatives may use the recording sockets installed in the Press Room and at the seats for the media in the press gallery on 3/F. Media representatives who wish to record from the sockets are requested to bring their own recording cords, with the same specifications as those for the seats in the Chamber.
- Room 4:** No sound recording device is available in this room. Media representatives are advised to make use of the recording sockets installed in the Press Room.

### **OTHER GUIDELINES AND ARRANGEMENTS**

#### Requirements for Orderly Behaviour

Media representatives in the LegCo Complex should behave in an orderly manner and comply with directions given by staff of the Secretariat for the purpose of keeping order. They must also observe all the rules that apply to members of the public while in the Complex. Details of these rules are on display at various locations of the Complex. They may be inspected upon request.

Media representatives should not disturb any open meetings of the Council and its committee when working in the LegCo Complex, including in the TV/Radio Rooms and the Photo Rooms.

Media representatives should turn off their pagers, mobile phones and speakers of their notebook computers when covering these meetings. It is suggested that they set their pagers or mobile phones to vibrating mode if they wish to maintain outside contact during meetings. Media representatives should not answer any phone calls while in any meeting venue.

Press positions may be set up to facilitate media representatives to conduct "stand-up" interviews with Members, Government officials or other attendees of meetings of the Council and its committees.

#### Audio/Video Recording of Meetings

Media representatives can use the web-client desktop computers provided by the LegCo Secretariat in the Press Room to watch the live broadcast of open meetings of the Council and its committees, or to retrieve the audio/video records of previous open meetings.

#### Interviews with Members, Government Officials and Members of the Public

Media representatives who wish to conduct "stand-up" interviews with Members or Government officials before or after a meeting may do at the press positions on G/F, 1/F and 2/F of the LegCo Complex.

LegCo Members have exclusive use of the Press Room and the Press Conference Room for media interviews on matters related to Council business. Media representatives who wish to conduct "stand-up" interviews with or other attendees of a meeting may do so at the press positions on 1/F and 2/F. The interviews should be related to matters discussed at the meetings concerned. Care should also be taken not to block the passageway when conducting the interviews.

Media representatives wishing to interview members of the public who are not attending a meeting should do so outside the LegCo Complex.

#### Press Room and TV/Radio Rooms

The Press Room and the TV/Radio Rooms are open from 8 am to 8 pm during weekdays, or one hour before the first open meeting and two hours after the last open meeting, and from 11 am to 8 pm on Saturdays, Sundays and public holidays.

#### Press Conference Rooms and Press Interview Room

The Press Conference Rooms are open from 9 am to 6 pm or, at the request of Members, any time outside office hours. The Press Interview Room on 1/F is subject to booking for TV interviews on matters related to Council business and is open from 8 am to 8 pm during weekdays, or one hour before the first open meeting and two hours after the last open meeting, and from 11 am to 8 pm on Saturdays, Sundays and public holidays.

#### Dining Hall

Media representatives are not allowed to enter or block the entrance of the Dining Hall unless invited by Members as their guests or by the LegCo Secretariat to cover LegCo events. Media representatives must not take videos or photos, or interview Members inside the Dining Hall except during official events organized by the LegCo Secretariat.

#### Ante-Chamber, Members' Reading Area in the Library

Media representatives are not allowed to enter the Ante-Chamber or Members' Reading Area on GM/F of the Library.

#### Coffee Corner and Roof Garden

Media representatives may have access to the Coffee Corner and Roof Garden on 5/F if invited and accompanied by a Member.

#### Cafeteria

Media representatives are authorized users who may use the service of the Cafeteria on G/F.

#### Use of Notebook Computers in Meeting Venues

Media representatives may use notebook computers in meeting venues for reporting purposes. However, they must turn off the speakers to avoid disturbance to the meeting.

#### *Note:*

- 1. The above guidelines and arrangements are subject to revision as and when necessary.*
- 2. Media representatives are requested to co-operate with the Security Assistants and follow their directions while in the LegCo Complex.*

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