

For Information on
14 April 2009

LegCo Panel on Home Affairs and Panel on Development

**Joint Subcommittee to Monitor the Implementation of
the West Kowloon Cultural District Project**

The West Kowloon Cultural District Project

PURPOSE

This paper aims to brief members on the Consultation Panel of the West Kowloon Cultural District Authority (WKCDA) and the public engagement (PE) exercise for the West Kowloon Cultural District (WKCD) project. It also responds to the questions raised by the Subcommittee at the meeting on 27 February 2009.

**THE CONSULTATION PANEL OF THE WEST KOWLOON
CULTURAL DISTRICT AND THE PUBLIC ENGAGEMENT
EXERCISE**

2. In order to widely gather the views of the public and different sectors of the community, the WKCDA has established a Consultation Panel pursuant to Section 20 of the West Kowloon Cultural District Authority Ordinance (the Ordinance). Members of the Consultation Panel come from different sectors. The Board of the WKCDA has also issued and made public the Guidelines of the Consultation Panel in accordance with the Ordinance. The Guidelines have been uploaded to the website of the WKCDA for public inspection. All meetings of the Consultation Panel are open to the public and arrangements should be made for allowing members of the public to attend in person. The agenda, minutes and papers of the meetings will also be uploaded to the website of the WKCDA for public inspection. The Guidelines of the Consultation Panel are set out at **Annex 1**.

3. To develop the WKCD into an integrated arts and cultural district with world-class arts and cultural facilities, distinguished talents, iconic architectures and quality programmes, the hardware design and the software development are equally important. In 2009-10, the major task of the WKCDA is the preparation of the Development Plan (DP) for the WKCD and

the implementation of related PE exercise. Accordingly, the priority tasks of the Consultation Panel for the time being are to plan the consultation programmes in preparing the DP, review and report to the Board the progress of these consultation programmes, and ensure that the consultation is conducted in an open and transparent manner.

4. The PE exercise in preparing the DP will be broadly divided into 3 stages. During Stage 1, the community's aspirations and expectations on the WKCD and the user requirements of the arts and cultural facilities are to be identified through the PE exercise which is tentatively scheduled for mid-2009. The target of the PE exercise at Stage 1 will include stakeholders in the arts and cultural sector as well as members of the public.

5. In Stage 2, three Conceptual Plan Options for the WKCD will be formulated by three different Consultants to be commissioned by the WKCDA. Each Consultant is only responsible for preparing one Conceptual Plan Option. The WKCDA will present all three Conceptual Plan Options in the PE exercise, which is tentatively scheduled for late 2009. The WKCDA will select one out of the three Conceptual Plan Options. The concerned Conceptual Plan Consultant would be required to undertake any modifications to the selected Conceptual Plan taking into account the public comments received and incorporate in the selected Conceptual Plan the merits of the other two Conceptual Plan Options suggested by the public and the stakeholders in the arts and cultural sector. The modified Conceptual Plan will be submitted to the WKCDA for consideration and approval.

6. In Stage 3, the selected Conceptual Plan, with any approved modifications, will be developed into a detailed DP by the Project Consultant to be commissioned by the WKCDA. The Project Consultant will also conduct technical feasibility studies including engineering, traffic and environmental impact assessments. The WKCDA will conduct a PE exercise to seek public views on the detailed DP, which is tentatively scheduled for end 2010. Taking into account the public views, the DP will be finalised for submission to the Town Planning Board (TPB) for consideration, tentatively scheduled for early 2011.

7. The PE exercise can be conducted in different formats for different target audience. The views collected in the PE exercise will be made known to the public. The Consultation Panel will assist in the planning of the PE exercise in preparing the DP, including the format of the activities and the target audience of consultation, etc. Apart from participating in the PE exercise at different stages, members of the public can also attend the meetings of the Consultation Panel.

“M+”

8. The Recommendation Report of the Consultative Committee on the Core Arts and Cultural Facilities of the WKCD proposed that a new and forward-looking cultural institution with museum functions (temporarily called “M+”) should be provided in the WKCD. “M+” will focus on the 20th-21st century visual culture with four initial broad groupings - Visual Art (including ink art), Design, Popular Culture and Moving Image. Similar to the situation of the museums in other places, many collection items of the Leisure and Cultural Services Department (LCSD) have yet to be exhibited. The WKCDA will liaise and discuss with the LCSD in due course as to whether those items are suitable to be put on exhibition in the future “M+”, after considering factors such as the exhibition themes.

9. Some 200 curatorial staff are now working in the museums under the LCSD. They have been properly trained and possess the knowledge and experience in museum management and operation, curating, collection research and management, marketing and promotion, conservation, education, etc. Besides, the LCSD also has various plans to provide sustainable training to the museum staff with a view to enhancing their professional knowledge. Concerning the manpower needs of “M+”, taking into account the size and scale of the future “M+” and the fact that the mode of operation of a museum may also have an impact on the manpower needs (for example, whether “M+” prefers to have frequent joint exhibitions and exchanges with other overseas museums), it may not be appropriate and possible to predict the actual manpower requirement of the future “M+” at the present stage. The WKCDA anticipates that the initial mode of operation of “M+” can be finalised in early 2010. The WKCDA will have a more detailed estimation of the number of staff required and their qualifications by that time.

OVERALL PLANNING AND DEVELOPMENT

10. Some other large-scale infrastructure projects will also be carried out in the vicinity of the WKCD, such as the construction of the Hong Kong terminus of the Guangzhou–Shenzhen–Hong Kong Express Rail Link (XRL). The WKCDA will liaise with the MTR Corporation as well as the concerned bureaux and departments actively and set up a liaison mechanism to ensure that the planning of the WKCD is able to tie in with the construction of the XRL. Taking into account the current situation, it is estimated that the completion date of the XRL will be able to tie in with the completion of the Phase 1 facilities of

the WKCD. Construction works will also be carried out within the WKCD, such as the construction of ancillary roads and drainage as well as associated government facilities. The Government will adopt the established mechanism for major projects in which the concerned Bureau for the WKCD development, which is the Home Affairs Bureau (HAB), will take the leading role to invite the relevant departments to review the progress of the related works and to undertake coordination when necessary. The WKCDA will also liaise closely with relevant bureaux and departments to ensure smooth implementation of the concerned works.

11. The adjoining areas of the WKCD have their unique traditional characteristics. The WKCD development and the construction of the XRL terminus are set to speed up the renewal and revitalisation of the surrounding area. The Planning Department (PlanD) will work with the WKCDA closely to offer inputs to the planning study on the WKCD to ensure that the WKCD development will be in harmony with the surrounding development in terms of land use, disposition and connectivity and that smooth traffic and pedestrian connections will be provided. When reviewing the planning of the areas surrounding the WKCD, PlanD will make reference to the findings of the planning study of the WKCD and the public views. Furthermore, PlanD will also examine if there are any opportunities for land use restructuring, greening enhancement, improvement to the pedestrian environment and amalgamation of sites for redevelopment, especially in the old areas, taking advantage of the vitality of the WKCD development so that a synergetic effect for the developments in both new and old areas can be achieved.

DESIGN AND CONSTRUCTION

12. When the TPB agrees that the DP is suitable to be published for public inspection under the Town Planning Ordinance, the WKCDA can proceed with the design stage of the facilities in the WKCD. The WKCDA is of the view that, apart from the three iconic architectures (“M+”, Xiqu Centre and Concert Hall/Chamber Music Hall), the design of other standalone arts and cultural facilities and the piazzas in the WKCD could also be subject to a competitive process, if feasible, so as to obtain suitable designs for the WKCD. This will allow more local and overseas architects to take part in the WKCD project. The WKCDA will discuss and announce the details of these matters in due course.

MANPOWER NEEDS AND RECRUITMENT OF STAFF

13. The WKCDA has commissioned a consultancy study on its organisational structure and manpower needs. The study is expected to be completed in the 2nd quarter of 2009. Taking into account the recommendations of the consultancy study, the WKCDA will decide on its organisational structure and the selection criteria and remuneration packages of its key staff. It is envisaged that the recruitment of the Chief Executive Officer and other key staff will start in mid-2009.

14. To ensure the effective operation of the WKCDA in the transitional period, a team of government officers has been seconded to temporarily undertake the immediate tasks of the WKCDA. The WKCDA is also conducting open recruitment of an Executive Director and some middle-ranking and professional staff (such as museum advisor, performing arts advisor, engineering professionals and human resource officers, etc.). As these are open recruitments, the entry requirements have been set out clearly in the advertisements, which have also been uploaded to the website of the WKCDA. The recruitment of every group of staff is undertaken by an assessment panel.

NURTURING OF LOCAL BUDDING ARTISTS AND SMALL AND MEDIUM-SIZED ARTS GROUPS AND THE WORK ON AUDIENCE BUILDING

15. To tie in with the WKCD development, HAB gives policy support to the LCSD, the Hong Kong Arts Development Council (HKADC) and the Hong Kong Academy for Performing Arts (HKAPA) to enhance their work in nurturing local budding artists as well as small and medium-sized arts groups and for audience building. Details are set out below.

LCSD

16. The LCSD will continue to support budding artists and small and medium-sized performing arts groups through presenting them or sponsoring their performances to help them build their audience bases. The concrete initiatives include -

(i) Regular Cultural Programmes and Thematic Arts Festivals

The LCSD offers support to budding artists and arts groups and small and medium-sized performing arts groups through programme fee support, venue rental waiver/remission, publicity support and ticketing support etc.

(ii) Regular Free Entertainment Programmes and Festive Events

The LCSD assists the District Council to organize performances by budding artists and art groups at indoor and outdoor venues at 18 districts regularly. The LCSD also offers performance opportunities for small and medium-sized performing arts groups during festive events, such as the New Year's Eve Countdown Carnival, Lunar New Year Lantern Carnival and Mid-Autumn Lantern Carnival.

(iii) Territory-wide Audience Building Schemes

Budding artists and small and medium-sized arts groups are invited to join the following audience building schemes:

- Community Cultural Ambassador Scheme
- District Cantonese Opera Parade
- School Arts Animateur Scheme
- School Culture Day Scheme
- "Experiencing the Arts" Scheme for Senior Secondary Students

(iv) Venue-based Audience Building Activities and Marketing Activities

The Hong Kong Cultural Centre and the five New Territories performing arts venues (Sha Tin/Tsuen Wan/Tuen Mun Town Hall and Kwai Tsing/Yuen Long Theatre) regularly present free cultural performances, mainly by small and medium-sized arts groups, at their foyers and piazzas.

(v) Special Exhibitions and Collaborative Activities Aiming to Nurture Budding Visual Artists and Curators

The Hong Kong Museum of Art (HKMA) holds the "Hong Kong Art Biennial Exhibition (the Art Biennial)" every two years during which territory-wide open competitions and large-scale exhibitions are held to encourage budding artists to engage in artistic creation, to display their works and to present awards to outstanding winners. It attracts around 700 art practitioners to participate in the competition, and around 100

entries are selected for display at the Exhibition. Since the Art Biennial was first held, awards have been presented to more than 100 artists and most of them have since become accomplished artists in the local art scene. Currently, more extensive collaboration is being forged with tertiary institutions, art groups, art space and art galleries, etc. in organising a variety of arts and educational activities for the wider participation of young and budding art practitioners, and the Art Biennial now serves as an important platform for showcasing the local contemporary art, nurturing creative talent as well as widening the audience base. In addition, the HKMA launched the “Hong Kong Art: Open Dialogue” exhibition series in 2008-09 under which local contemporary art exhibitions with different themes are curated by guest curators in partnership with different art groups and artists as a further step to nurture budding curators and encourage young artists to engage in artistic creation. The HKMA is also devoted to the collection of works of young artists, and the display and promotion of their works overseas. Through the thematic exhibitions organised by other museums such as the Hong Kong Heritage Museum, as well as the “Artists in the Neighbourhood Scheme”, the “Visual Arts Thematic Exhibition” and the public art and community art schemes organised by the Art Promotion Office, young artists are also provided with opportunities to display their commissioned works and partnership is established with visual arts groups to nurture artistic talent and to enlarge the audience base in the community.

17. In 2009-10, the LCSD will enhance the support for budding performing artists and small and medium-sized performing arts groups and help them build their audience bases in the following ways:

(i) Use of Non-LCSD Venues

The LCSD has been actively exploring more performance venues and space in various districts, such as the HKICC Lee Shau Kee School of Creativity, the auditoriums of different universities, the Cattle Depot, Nan Lian Garden, Tin Ching Community Hall in Tin Shui Wai, Shek Kip Mei Jockey Club Creative Arts Centre and various historical sites, with the objective to support the performances by small and medium-sized arts groups and to help them build up their audience bases in the community.

(ii) Strengthening Arts Education and Audience Building and Encouraging Community and Public Participation

Apart from continuing the existing efforts in audience building and arts education, the LCSD has earmarked a budget of about \$3.2 million in 2009-10 to take forward the following new initiatives for enhancement of audience building and arts education at schools and in the community, and at the same time, to provide more performance opportunities for budding artists and local small and medium-sized arts groups to help them develop their own audience bases:

- to strengthen the “School Arts Animateur Scheme” by offering small and medium-sized arts groups more opportunities to work with schools to introduce different genres of performing arts to the students as well as collaborating with the arts groups and the schools to arrange students to perform at voluntary agencies such as hospitals and elderly centres in their school neighbourhoods;
- to arouse the awareness and interest of the general public, especially children, in Cantonese opera through the Cantonese Opera Promotion Scheme for the Community, performance programmes and interactive activities designed and produced for children audience, as well as a Cantonese opera animateur project under the “School Arts Animateur Scheme”;
- to help strengthen the partnership between District Councils and arts groups, educational institutions and district organisations to organise community arts festivals/events to offer budding artists platforms for artistic creation, performance and interaction with members of the public; and
- to organise more free thematic entertainment events tailor-made for remote districts or districts with specific needs (such as Tseung Kwan O, Tung Chung, Sham Shui Po, etc.) so as to enrich the cultural life of the local communities and at the same time provide more performance opportunities for the small and medium-sized arts groups.

(iii) To Support the Small and Medium-sized Arts Groups Joining the Venue Partnership Scheme

The Venue Partnership Scheme will be fully launched in 2009-10 and a total of 25 small and medium-sized performing arts groups have joined the scheme. They are provided with free venue booking and programme funding to organise activities from 2009-10 to 2011-12. The LCSD will also assist in the promotion of their programmes. In 2009-10, a provision of \$10 million has been earmarked for funding their activities.

(iv) Support for the Groups with Good Potential through a Sustained Programme Plan

To support budding arts groups is an important programming strategy for the “International Arts Carnival”. A two-tier sustainable engagement mechanism is introduced under which budding arts group will be engaged in school tours in the first year to hone their skills. Those arts groups having proven their artistic standard in the first year will be re-engaged for stage performance in the following year to enrich their experience. Furthermore, more small and medium-sized arts groups will be invited to create thematic programmes for youngsters in the “New Generation Series”, thereby helping them to broaden their audience bases.

(v) Thematic Exhibitions and Overseas Promotion

The upcoming “Hong Kong Art Biennial Exhibition” will be renamed the “Hong Kong Contemporary Art Biennial Awards” (HKCABA) Exhibition. It will be held at the HKMA in 2010 during which more awards will be presented to budding young artists. Furthermore, to tie in with the World Exposition 2010 to be held in Shanghai, the HKMA will also organise two large-scale exhibitions, i.e. “Legacy and Creations - Transformation of Ink Art” and “Legacy and Creations - Transformation of the East and the West” to showcase its collection of works of traditional and budding young artists in different media and styles. Apart from reflecting the origins and latest development of local contemporary art, these exhibitions will also help to broaden the overseas and Mainland audience bases.

HKADC

18. The HKADC focuses its work on the nurturing of young artists as well as small and medium-sized arts groups through its 4-tier grant schemes,

namely, the project grant scheme, the multi-project grant scheme, the devolved grant scheme and the one-year grant scheme, catering to the needs of artists and arts groups of different sizes, nature and at different development stages. In 2009-10, the HKADC will continue its initiative started in 2008-09 to strengthen support for the meritorious arts groups under its one-year grant scheme by increasing the amount of grant for them. The HKADC also plans to extend the grant period of these groups to 2 years. Moreover, to address the problem that the groups encounter in securing venue bookings with the LCSD, the HKADC will set up a new subsidy scheme in 2009-10 to support these arts groups in hiring non-LCSD venues.

19. Outreaching to the community is one of the important strategies in audience building. The HKADC will step up efforts in partnering with District Councils, schools, non-governmental organisations and business corporations to bring culture and the arts closer to the community. In the coming year, the HKADC will carry out the “Arts Ambassadors-in-school Scheme”, “Hong Kong Dance Festival” and “Community Arts Activities Enhancement Scheme”, all of which will help promote the arts to the community. The HKADC will also encourage its one-year grantees to organise quality arts education or promotion projects beneficial to the community. Furthermore, the HKADC will present the annual “Hong Kong Arts Development Awards” to give recognition to the outstanding artists. These awards will also raise the social standing of artists in the community and enhance their profile and acceptance by the community.

HKAPA

20. The HKAPA is the only degree-granting performing arts institution in Hong Kong. In 2009-10, the HKAPA will continue to nurture performing arts talents through its five schools, namely, Music, Dance, Drama, Theatre and Entertainment Arts and Film and Television as well as the Traditional Chinese Theatre programmes.

21. The HKAPA will soon start a strategic positioning review which will also examine the demand and need for its graduates in the changing arts and cultural milieu. The review is expected to be completed in six months’ time.

HAB

22. Concerning HAB, for the purpose of a more effective development of an audience base to tie in with the WKCD development, apart from relying on the initiatives of the LCSD and the HKADC mentioned above, we will be launching a consultancy research study on strengthening public arts education.

The research study will review the existing provision of public arts education in Hong Kong from early childhood to adulthood both within and outside schools, and drawing reference from international best practice, make recommendations on further improvement. The research will take 9 months, encompassing the following main areas:

- (i) an empirical study on the existing policy, institutional framework, philosophy/objectives and impact etc. of arts education in Hong Kong, making particular reference to the work of the different relevant institutions;
- (ii) a survey and analysis of feedback from the stakeholders of arts education (including students and teachers etc.);
- (iii) a study on international best practice in public arts education; and
- (iv) taking into account the vision to develop Hong Kong into an international cultural and creative metropolis, to put forward recommendations on strategies and measures to strengthen public arts education, as well as to put in place a better mechanism to identify those talented in the field of arts and culture and to provide them with appropriate career pathways.

We are in the process of selection and appointment of consultant for the research study which will commence in mid-2009. It is expected to be completed by early 2010.

MANPOWER MAPPING

23. In 2007, the School of Theatre and Entertainment Arts of the HKAPA conducted a statistical survey to project the manpower requirement in the areas of stage management, technical management, lighting, sound, costume and set in the next 10 years. The projected demand is in the region of 700. On the other hand, HAB has been working closely with the Central Policy Unit on the manpower mapping study on the arts and cultural sector, and consultancy studies on different themes have already been commissioned to pave way for the manpower mapping study on the arts and cultural sector. Taking into account the findings of these studies, we plan to commission the manpower mapping study in the second half of 2009 for completion in 2010. The WKCD will also draw up appropriate plans for the manpower needs in different areas for the WKCD facilities to tie in with the manpower requirement when the construction of WKCD facilities are completed.

Home Affairs Bureau
April 2009

**GUIDELINES FOR THE CONSULTATION PANEL
OF THE
WEST KOWLOON CULTURAL DISTRICT AUTHORITY**

March 2009

Guidelines for the Consultation Panel of the West Kowloon Cultural District Authority

- (1) The Consultation Panel was established under the West Kowloon Cultural District Authority (the Authority) in accordance with section 20 of the West Kowloon Cultural District Authority Ordinance.
- (2) To gather public views, the functions of the Consultation Panel are to plan consultation programmes on subjects as assigned by the Board of the Authority (the Board), to review and report to the Board the progress of the consultation programmes, and to ensure that the consultation is conducted in an open and transparent manner;
- (3) In the light that the priority task of the Authority from 2009 to 2010 is to prepare the Development Plan for the West Kowloon Cultural District, the first and foremost subject for the Consultation Panel during this period is to plan the consultation programmes in preparing the Development Plan, to review and report to the Board the progress of these consultation programmes and to ensure that the consultation is conducted in an open and transparent manner.
- (4) The standing orders of the Consultation Panel are set out at **Attachment**.
- (5) Meetings of the Panel are open to the public. Arrangements should be made for allowing members of the public to attend in person.
- (6) The agenda, minutes and papers of the meetings will be uploaded to the website of the Authority (<http://www.wkcdauthority.hk>).

These guidelines are issued by the West Kowloon Cultural District Authority on 17 March 2009.

1. Definitions

In this attachment, unless the context otherwise requires,

- (1) “Authority” means the West Kowloon Cultural District Authority established under section 3(1) of the Ordinance;
- (2) “Board” means the Board of the Authority established under section 6(1) of the Ordinance;
- (3) “Chairman” means the Chairman of the Panel;
- (4) “Chief Executive Officer” means the Chief Executive Officer of the Authority appointed under section 7 of the Ordinance;
- (5) the expression “clear days” includes Saturdays and excludes the day of the giving of a notice, the day of the relevant meeting and intervening public holidays;
- (6) “Guidelines” means the Guidelines for the Panel;
- (7) “Ordinance” means the West Kowloon Cultural District Authority Ordinance (Chapter 601);
- (8) “Panel” means the Consultation Panel of the Authority established under section 20 of the Ordinance;
- (9) “Panel member” means any member of the Panel referred to in section 20(3) of the Ordinance, including its Chairman;
- (10) “Secretary” means the secretary to the Panel;

2. Notice of Meeting

The Secretary shall give notice of a Panel meeting in writing to each Panel member not less than 10 clear days before the date of the meeting. If the circumstances warrant, the Chairman may in his discretion dispense with such notice.

3. Issue of Papers

- (1) The Secretary shall deliver the agenda of a meeting to each Panel member not less than 5 clear days before the date of the meeting.
- (2) The agenda of any Panel meeting shall be approved by the Chairman prior to issue.
- (3) Meeting papers should be sent to Panel members, unless the Chairman instructs otherwise, not less than 5 clear days before the date of the meeting.
- (4) The notice of meeting shall be deemed to have been given and the papers and agenda issued if they are delivered to the official address of the Panel member, that is, an address which a Panel member chooses to use and of which he has given prior notice in writing to the Secretary.
- (5) Any defect in the dispatch of a notice of meeting or in the issue of papers or agenda to any Panel member shall not affect the validity of the meeting or render its resolutions void.
- (6) Panel members will receive minutes of all Panel meetings.

4. Quorum and Chairman

- (1) The quorum for a Panel meeting is not less than half of the Panel members including the Chairman.
- (2) If a quorum is not present within 15 minutes after the time appointed for the meeting, the meeting shall be deemed cancelled or shall be reconvened on another date to be decided by the chairman of the meeting. The waiting time can be extended by a maximum of thirty minutes subject to the agreement of the chairman of the meeting and the simple majority of Panel members present at that meeting.
- (3) Where a disclosure is made under section 10(3) and the Panel member concerned is neither required to withdraw from the relevant meeting nor permitted to vote, then for so long as the matter to which the disclosure relates is being discussed or considered at such meeting, his presence is disregarded for the purpose of forming a quorum for the meeting.
- (4) At a Panel meeting –
 - (a) if the Chairman is present, he is to be the chairman of the meeting;
 - (b) if the Chairman is not present, the Panel members present are to choose one of them to be the chairman of the meeting.

5. Order of Business

- (1) The order of business at any Panel meeting shall be –
 - (a) to approve as a correct record the minutes of the previous meeting;
 - (b) to deal with matters arising from the minutes of the previous meeting;
 - (c) to discuss item(s) on the agenda; and/or
 - (d) to consider any other business on the agenda.
- (2) This order of business may be varied by the chairman of the meeting.

6. Conduct of Business

The Panel may deal with matters submitted to it for decision either by circulation of papers or by discussion with the prior approval of the Chairman.

7. Register of Attendance

- (1) A Register of Attendance that records the attendance of Panel members at Panel meetings shall be kept and maintained by the Secretary.
- (2) The Register shall be, subject to section 7(3) below, available for public inspection during office hours from Monday to Friday (with the exception of public holidays).
- (3) Upon receipt of any member of the public's request to inspect the Register, the Secretary shall arrange a time and date for the inspection to take place which will normally be within 2 working days of receipt of such request.

8. Voting Rights

- (1) Subject to the prior agreement of the chairman of the meeting, a matter coming before a meeting of the Panel may be determined by the simple majority votes of those Panel members present and voting.
- (2) Subject to section 8(3) and 10(3), each Panel member present at a Panel meeting has one vote.
- (3) In relation to any matter on which a decision is taken by a vote in a Panel meeting pursuant to section 8(1), and in the event that voting is equally divided, the chairman of the meeting has a casting vote.

9. Suspension and Adjournment of Meetings

At a Panel meeting, the chairman of the meeting may, with the consent of the simple majority of Panel members present, suspend or adjourn the meeting at any time.

10. Declaration and Registration of Interests

- (1) A Panel member shall disclose to the Authority any registrable interest that he has by filling in the form at **Appendix 1** –
 - (a) on his first appointment;
 - (b) at the beginning of each calendar year after the appointment;
 - (c) on becoming aware of the existence of an interest not previously disclosed under this set of guidelines; and
 - (d) after the occurrence of any change to an interest previously disclosed under this set of guidelines.

- (2) For the purposes of section 10(1), a “registrable interest” includes –
 - (a) proprietorships, partnerships or directorships of any public or private company;
 - (b) remunerated employments, offices, trades, professions or vocations;
 - (c) shareholdings in any companies, public or private (1% or more of the issued share capital of the company);
 - (d) land or property holdings in the Hong Kong Special Administrative Region; or
 - (e) other declarable interests including, but not limited to, the followings –
 - (i) membership of boards, committees and other organizations the focus of work of which is related to that of the Authority; and
 - (i) consultant, client, or other important relationship(s) with the companies, firms, clubs, associations or any organizations which may have direct or indirect official dealings with the Authority. Important relationship

refers to the interest arising from such relationship which in the eyes of the objective and reasonable general public may influence the judgement of the member concerned.

- (3) Where a Panel member present at a Panel meeting is in any way directly or indirectly interested in any matter which is to be discussed or considered by the Panel at the meeting –
- (a) he shall –
 - (i) disclose at the meeting the nature of his interest (and such disclosure is to be recorded in the minutes of the meeting);
 - (ii) withdraw from the meeting while the matter to which the disclosure relates is being discussed or considered, unless –
 - (A) if he is not the chairman of the meeting, he is permitted by the chairman of the meeting to take part in such discussion or consideration; or
 - (B) if he is the chairman of the meeting, two-thirds of the other Panel members present at the meeting decide so to permit him; and
 - (b) he shall not –
 - (i) vote on any question concerning the matter, unless –
 - (A) if he is not the chairman of the meeting, he is permitted by the chairman of the meeting to vote on the question; or
 - (B) if he is the chairman of the meeting, two-thirds of the other Panel members present at the meeting decide so to permit him; or
 - (ii) influence or seek to influence a decision of the Panel concerning the matter.
- (4) If it is known to the Chairman that a Panel member is in any way directly or indirectly interested in any matter which is to be discussed at a forthcoming meeting or to

be decided by circulation of paper before the relevant paper is circulated –

- (a) the Chairman should decide whether circulation of the paper to the member concerned should be withheld. If so, the Chairman should inform the member concerned of his decision in writing. In the case of meeting, the member concerned should not attend that part of the meeting at which the relevant item is discussed; and
 - (b) any such case of known interest should be made known to the meeting at its beginning. The meeting should also be informed of the action taken by the Chairman.
- (5) For the purposes of section 10(3), circumstances in which a Panel member is to be regarded as being directly interested in any matter include, but not limited to –
- (a) private interests in the outcome of the deliberation of a matter in which private interests include both the financial and personal interests of Panel members;
 - (b) the holding of shares or partnership interest or directorship/employment or office in the company, firm or any other entity which is connected with, or the subject of, a matter under consideration by the Panel; or
 - (c) any other circumstances that would result in a Panel member to prosper or to be relieved of some liability as a result of the Authority’s deliberation of a matter.
- (6) For the purposes of section 10(3), circumstances in which a Panel member is to be regarded as being indirectly interested in any matter include, but not limited to connections in respect of family members, relatives, friends, clubs and societies to which a Panel member belong, as well as people to whom they owe a favour or are obligated in any way and a matter under deliberation;
- (7) Panel members should refer to the “Guidelines on Declaration of Interests” set out in **Appendix 2** in case of doubt.

- (8) If a Panel member is in receipt of a paper for discussion or a circulation paper seeking members' decision which he knows presents a conflict of interest, he should inform the Secretary as soon as possible and prior to the meeting. The Member should return the concerned paper to the Secretary. The Secretary should bring this to the attention of the Chairman. Any such case of known interest should also be made known to the meeting at its beginning
- (9) A Panel member need not attend in person at a meeting in order to make a disclosure if he takes reasonable steps to secure that the disclosure is made by a notice in writing which is brought up and read at the meeting. Where a disclosure is made, it shall be recorded in the minutes of the meeting.
- (10) The Authority shall establish and maintain a register relating to any disclosure required to be made under section 10(1) at its principal office.
- (11) Where a Panel member makes a disclosure as required by section 10(1), the Authority shall cause his name and the particulars of the disclosure to be recorded in the register, and if a further disclosure is made, the Authority shall cause particulars of the further disclosure to be recorded in the register.
- (12) The register shall be available for public inspection during office hours from Monday to Friday (with the exception of public holidays). Upon receipt of any member of the public's request to inspect the register, the Secretary shall arrange a time and date for the inspection to take place which will normally be within 2 working days of receipt of such request.

11. Arrangements During Tropical Cyclones and Rainstorms

- (1) Panel Meetings shall continue to be held when Tropical Cyclone Warning Signal No. 1 or No. 3 is hoisted or Amber Rainstorm Signal is issued.

- (2) Panel Meetings shall, unless directed otherwise by the chairman of the meeting, be cancelled if, within two hours before the appointed time of the meeting, Tropical Cyclone Warning Signal No. 8 or above is hoisted or remains in force or the Red or Black Rainstorm Signal is issued or remains in force.
- (3) If Tropical Cyclone Warning Signal No. 8 or above is hoisted or the Red or Black Rainstorm Signal is issued while a Panel meeting is in progress, the chairman of the meeting shall decide whether to adjourn or continue with the meeting.
- (4) The chairman of the meeting shall also decide whether to adjourn or continue with the meeting if other unforeseen circumstances arise.

- END -

**Register of Declaration of Interests of
Members of the Consultation Panel of
the West Kowloon Cultural District Authority**

西九文化區管理局諮詢會成員申報利益登記

Name of Member: _____
成員姓名

**Registrable Interests
須登記的利益**

1. Proprietorships, partnerships or directorships of any public or private company (*See note 1*)
東主、合夥人或公共或私人公司之董事身份 (見註 1)

(Please put an asterisk [] against remunerated directorship.)*

(請於受薪董事身份前加上記號[])*

2. Remunerated employments, offices, trade, professions or vocations (*See note 2*)
受薪聘任、職位、行業、專業工作或職業 (見註 2)

*(Where a firm is named, please briefly indicate the nature of the firm's business.
如提到公司名稱，請簡述該公司的業務性質。)*

3. Shareholdings in any companies, public or private (1% or more of the issued share capital of the company) (*See note 3*)
公共或私人公司的股份(佔該公司已發行股本的 1%或以上) (見註 3)

*(Please list each company below, indicating in each case the nature of its business.
請在下欄列出各有關公司的名稱，並說明每間公司的業務性質。)*

4. Land or property holdings in the Hong Kong Special Administrative Region (*See note 4*)
在香港特別行政區所擁有的土地或物業 (見註 4)

5. Other declarable interests (*See note 5*)
其他可申報利益(見註 5)

Please provide information on separate sheets if necessary. Please sign on every such separate sheet.
如有需要，可另頁提供資料。請於另頁的每頁上簽名作實。

Signature :
簽署

Name : _____
姓名

Date : _____
日期

Explanatory Notes 註釋

Note 1 註 1

- (a) Please give the name of the company, briefly stating the nature of the business of the company in each case.
請填上公司名稱，並簡述每間公司的業務性質。
- (b) Remunerated directorships include all directorships for which a fee, honorarium, allowance or other material benefit is payable.
受薪董事包括所有收取袍金、酬金、津貼或其他物質利益的董事身分。
- (c) Directorships of companies at the Hong Kong Special Administrative Region or outside the Hong Kong Special Administrative Region should also be registered.
在香港特別行政區或香港特別行政區以外的董事身份亦須一律登記。
- (d) Directorships through corporate directors are also registrable.
因出任法團董事而獲得的董事身分亦須登記。

Note 2 註 2

- (a) Indicate the name of the employment, office, trade, profession or vocation.
填報有關聘任、職位、行業、專業工作或職業的名稱。
- (b) An employment, office, trade, profession or vocation is “remunerated” where a salary, honorarium, allowance or other material benefit is payable.
凡收取薪酬、酬金、津貼或其他物質利益的任何聘任、職位、行業、專業工作或職業，均作「有報酬」論。
- (c) “Remunerated offices” include all “remunerated” public offices.
「有報酬的職位」包括所有「有報酬」的公職。
- (d) Members who have paid posts as consultants or advisers should indicate the nature of the consultancy in the register: for example, “management consultant”, “legal adviser”, etc.
成員如擔任受薪顧問職位，應在登記冊上填報顧問工作的性質，例如「管理顧問」、「法律顧問」等。
- (e) All remunerated employments in Hong Kong Special Administrative Region and outside Hong Kong Special Administrative Region should also be registered.
在香港特別行政區或香港特別行政區以外的聘任亦須一律登記。

Note 3 註 3

- (a) Indicate the names of companies (both listed and unlisted ones) or other bodies in which the member has, to his knowledge, either himself or with or on behalf of his spouse or children, a beneficial interest in share holdings of a nominal value greater than 1 % of the issued share capital.
據成員所知，其本人，或連同其配偶或子女，或代表其配偶或子女持有公司(包括上市和非上市者)或其他團體的實益股份，而這些股份的面值超過有關公司或團體已發行股本的百分之一，請填報公司或團體的名稱。

Note 4 註 4

- (a) The requirement is to register the general nature of the interest rather than a detailed list of the holdings. It would be in order to register an interest under this category in the following manner –
“A property on Hong Kong Island”
只須登記所持利益的一般性質，無須詳細列出所擁有的土地或物業。這類利益按下列方式登記即可：
「港島區一項物業」
- (b) Land or property which are held in the name of members’ spouses, children or other persons or companies, but are actually owned by members; or land or property which are not owned by members, but in which members have a beneficial interest (e.g. rental income) are all registrable. It is not necessary to provide detailed addresses of the land or property.
以成員配偶、子女或其他人士或公司名義擁有的土地或物業，但實際由成員所有；或有關土地或物業雖非成員所有，但成員在其有實際利益(例如租金收入)者，均須申報。但毋須提供土地或物業的詳細地址。

Note 5 註 5

- (a) Other declarable interests include, but not limited to, (i) membership of Boards, Committees and other organizations the focus of work of which is related to that of West Kowloon Cultural District Authority and (ii) any consultant, client or other important relationship(s) with the companies, firms, clubs, associations or any organizations which may have direct or indirect official dealings with the West Kowloon Cultural District Authority. Important relationship refers to the interest arising from such relationship which in the eyes of the objective and reasonable general public may influence the judgement of the member concerned.

其他可申報利益包括(但不限於)(i)出任與西九文化區管理局主要工作有關係的理事會、委員會或其他機構的成員及(ii)與可能和西九文化區管理局有直接或間接官式交易的公司、商號、會所、聯會或其他機構有顧問、客戶或其他重要關係。重要關係是指在一般客觀與合理的市民之眼中，該委員可能會因該關係的利益而影響其判斷。

**Guidelines on Declaration of Interests by
Members of the Consultation Panel of
the West Kowloon Cultural District Authority**

General Principles

When a Panel Member (including the Chairman) has a potential conflict of interest in a matter placed before the Panel, he should make full disclosure of his interest. The basic principle to be observed is that Members' advice should be disinterested and impartial and it is the responsibility of each Member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Chairman in case of doubt.

Potential Conflict of Interest Situations

The following are potential conflict of interest situations:

1. Pecuniary interests in a matter under consideration by the Panel, held either by the Member or by any close relative of his. The Member himself is the best judge of who, in the particular circumstances, is a "close relative".
2. A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by the Panel.
3. Some friendships which might be so close as to warrant declaration in order to avoid the situations where an objective observer may believe that a Member's advice has been influenced by the closeness of the association.
4. A Member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the Panel.
5. Any interest likely to lead an objective observer to believe that the Member's advice may have been motivated by personal interest rather than a duty to give impartial advice.