

For discussion on  
11 April 2014

## **Legislative Council Panel on Home Affairs**

### **Nomination of Representatives of Arts Interests for the Hong Kong Arts Development Council**

#### **PURPOSE**

This paper reports on the exercise conducted in 2013 to nominate arts interests representatives for the Hong Kong Arts Development Council (HKADC) (the nomination exercise).

#### **BACKGROUND**

##### *Nomination of arts interests representatives for appointment to the HKADC*

2. Established in 1995, the HKADC is a statutory body set up to promote the development of the arts in Hong Kong. Under section 3 of the HKADC Ordinance (Cap.472), the HKADC comprises 27 members, of which a Chairman, a Vice-chairman and not more than 22 other members shall be appointed by the Chief Executive. Pursuant to clauses (4) and (5) of section 3 of the Ordinance, of the 22 other members, up to 10 may be nominated by specified arts interests, viz. arts administration, arts criticism, arts education, Chinese opera (xiqu), dance, drama, film arts, literary arts, music and visual arts.

3. In line with past practices, the nomination exercise in 2013 was conducted by the Home Affairs Bureau (HAB) through a nomination agent commissioned through the established tendering procedures.

##### *A review on the nomination exercise conducted by HKADC*

4. Before the launching of the nomination exercise in 2013, a working group was set up by HKADC to review the arrangements of the previous exercise and make suggestions for the 2013 nomination exercise. Apart from consulting the experts of the 10 art form groups under HKADC, the

working group also launched a one-month public consultation and conducted a consultation session to collect views from the public and the arts sector. Having considered the views collected during the consultation period, HKADC provided its recommendations to the Government for consideration. The outcome of the review and the Government's follow-up actions on the recommendations were reported to the Legislative Council Panel on Home Affairs (HA Panel) in January 2013.

5. As reported to the HA Panel, the eligibility criteria for individual arts workers applying to take part in the nomination exercise in 2013 were broadened by introducing the following new categories –

- (i) an announced finalist of the arts achievement awards of HKADC; or
- (ii) a winner or an announced finalist of specified recognized local arts competitions and awards; or
- (iii) a recipient of financial sponsorship or venue sponsorship from HAB, West Kowloon Cultural District (WKCD), Hong Kong Academy for Performing Arts (HKAPA) or the Hong Kong Arts Centre (HKAC); or
- (iv) a recipient of fees from HAB, WKCD, HKAPA or HKAC for direct engagement in arts creation, direction, performance, exhibition, production/technical support and arts administration of arts projects; or
- (v) a full-time or part-time instructor/tutor of subjects relating to the ten art interests employed by local tertiary institutions (and their schools of continuing studies), secondary schools or primary schools in Hong Kong; or
- (vi) a graduate of one of the relevant arts programmes at bachelor's degree or above levels run by local universities/tertiary institutions; or
- (vii) an individual artist tenant of the Jockey Club Creative Arts Centre (JCCAC), the Cattle Depot Artist Village and HKAC.

6. Besides, those arts organizations which had been registered to take part in the 2010 exercise<sup>1</sup> were required to confirm in writing that “promoting the development of the arts” remained their objective.

7. The Panel also noted that a new requirement would be imposed on arts organisations seeking participation in the nomination exercise in 2016, namely that the principal business of the organisation must be related to one of the 10 specified arts interests and that the organisations must have conducted work or activities related to the arts interests during the three years preceding the commencement of the nomination exercise in 2016.

8. In April 2013, a bill to amend HKADC Ordinance (Cap.472) was introduced to the Legislative Council to modify section 3(5) of Cap. 472 to reflect the long established practices of specifying individual arts worker by notice in the gazette for nomination of persons to be appointed as members of HKADC and adopting the “cross-arts interesting voting system” in the Ordinance. During the scrutiny of the amendment bill by the Bills Committee, some members expressed comments on various aspects of the nomination exercise including how to further broaden the participation in the nomination exercise through including other new categories of eligible individual art workers (such as graduates of sub-degree / associate degree programmes related to the ten art forms; graduates of relevant overseas programmes at degree and above level) and the specification of the art forms . The Bills Committee noted that the Administration would take into account these comments in the course of reviewing the nomination arrangements before the next nomination exercise was to be conducted in 2016. The amendment bill was passed by LegCo in July 2013.

## **THE 2013 HKADC NOMINATION EXERCISE**

### ***Four-phased nomination process***

9. As in previous exercises, the nomination exercise in 2013 was conducted in four phases –

- (a) Phase 1 – registration of arts organizations or individual arts workers  
(detailed eligibility criteria at **Annex A**)

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<sup>1</sup> For nomination exercises held before 2013, organisations that have been specified by notice in the gazette for participating in the last nomination exercise would automatically be eligible to take part in the subsequent exercise without re-registration or re-assessment.

- ◆ Eligible arts organizations or individual arts workers submitted their applications to take part in the nomination exercise. The successful applicants' names were published in the gazette.
- ◆ A total of 730 arts organisations and 1 429 individual arts workers registered to take part in the exercise.

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(b) Phase 2 – voter registration  
(detailed registration guidelines at **Annex B**)

- ◆ Arts organisations which were registered in phase 1 submitted voter registration applications for their members or employees who engaged in artistic productions or arts administration.
- ◆ Individual arts workers who were registered in Phase 1 automatically became voters. A breakdown of the number of newly registered individual arts workers by the new categories is set out at **Annex C**.
- ◆ A total of **8 512** registered voters were registered to take part in the subsequent phases of the exercise. This represents **an increase of 1 441** in comparison with the total number of 7 071 registered voters in the last exercise in 2010.

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(c) Phase 3 – candidate nomination  
(detailed nomination guidelines at **Annex D**)

- ◆ Registered voters could seek candidature in their own arts interest.
- ◆ A total of 29 candidates registered in this phase.

(d) Phase 4 – electioneering and polling

- ◆ The nomination agent appointed by HAB assisted candidates to publicize their election platforms and organized a candidate's forum for them.

- ◆ Polling was held on 6 and 7 October (Sunday to Monday) 2013 from 8 a.m. to 10 p.m. at the Mongkok Community Hall.
- ◆ Cross-arts interest voting continued to be adopted in the 2013 nomination exercise, in which each voter could cast votes for candidates standing for nomination in all of the 10 arts interests. The respective number of voters registered under the 10 arts interests is at **Annex E** and a breakdown of the votes casted in the 2013 nomination exercise are set out at **Annex F**.

### *Increased participation in the 2013 nomination exercise*

10. The changes introduced to broaden the eligibility criteria for individual arts workers as mentioned in paragraph 5 above have notably enhanced participation of arts workers in the nomination exercise. As compared to the nomination exercise in 2010, the total number of individual arts workers registered has increased substantially by 78% (from 837 arts workers in 2010 to 1 492 in 2013).

11. As for arts organisations, 211 new organisations registered to take part in the exercise in 2013. Together with 519 organizations which were registered in the 2010 exercise and continued to be eligible, the total number of organisations registered was 730, which is similar to the number of organisations registered in 2010<sup>2</sup>.

12. A total of 8 512 voters were registered in 2013, representing an increase of 1 441 voters (i.e. by around 20%) over that of the 2010 nomination exercise (which had a total of 7 071 registered voters).

13. A total of 29 candidates ran for the nomination in 2013. As compared with the nomination of 2010 in which no nomination was received for the arts interest of Arts Criticism and only one candidate ran for the nomination in the arts interest of Drama, there was increased participation of the candidates in the 2013 nomination exercise as there were more than one candidate running for nomination in all the 10 arts interests with the number of candidates running in each arts interests ranging from 2 to 4.

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<sup>2</sup> 214 arts organizations registered in the 2010 exercise were no longer eligible for participating in the 2013 exercise as they did not confirm that they continue to aim at promoting the arts.

14. The 2013 nomination exercise also recorded the highest voter turnout rate of all previous exercises. 2 884 voters turned out to vote for their representatives. The voter turnout rate was 33.9% in 2013 whereas the rate in the last exercise was 27%.

### *Ballot paper issues*

15. On the polling day, the nomination agent distributed to each voter a stapled set of 10 ballot papers in different colours, each ballot paper representing one arts interest, for casting their votes. During polling, three voters found that they were each given a set of 11, instead of 10, stapled ballot papers, which included a redundant ballot paper for one arts interest. The agent immediately recalled the sets of ballot papers from the three voters concerned and re-issued a correct set of ballot papers to them. After checking all unissued sets of ballot papers, the agent found that there were five other incorrectly stapled sets, the incorrectly stapled sets of ballot papers were set aside and were not issued to the voters.

16. After the polling ended in the evening of 7 October 2013, the nomination agent gave an account of the incorrectly stapled ballot papers and explained to the candidates, observers and members of the public present at the polling centre the ways to handle the ballots. After discussing with the candidates present at the polling centre with the presence of HAB representatives, the nomination agent reached a consensus with the candidates on how to handle the votes cast on the incorrectly stapled ballot papers before proceeding to count the votes. After counting all the votes, the nomination agent discovered only two sets of incorrectly stapled ballot papers out of all the ballots collected from voters who had cast their votes<sup>3</sup>. The nomination agent handled the ballots in accordance with the arrangements agreed with the candidates and the polling results were not affected nor challenged. HAB staff had all along been closely monitoring the execution of the polling and counting process. The agent's report on the ballot paper issue is attached at **Annex G**.

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<sup>3</sup> One set contained two sheets of ballots for the Visual Arts contested arts interest and the voter who received it did not vote on either of the duplicated ballot papers; another set contained only nine ballot papers in which the sheet for the Arts Administration contested arts interest was missed out.

## ***Publicity Work***

17. Extensive activities were launched to publicize the nomination exercise in 2013. The major ones are highlighted below –

- (a) two briefing sessions were conducted for the public in March 2013 to introduce the arrangements of the nomination exercise and the work of the HKADC;
- (b) press releases, radio broadcast, letters, emails, SMS and phone contacts, at various stages of the exercise;
- (c) promotional leaflets were sent to individual arts practitioners to inform them of the arrangements of the nomination exercise as well as encouraging them to register as voters;
- (d) a dedicated website “[voteforhkadc2013.hk](http://voteforhkadc2013.hk)” was established to provide up-to-date information on the nomination exercise;
- (e) advertisements of the nomination exercise were placed on a number of newspapers (including Apple Daily, Headline Daily, Hong Kong Economic Journal, Ming Pao, Sing Tao and South China Morning Post) and arts magazines (including, ARTMAP, art plus, Fine Music and Time Out). Online advertisement was placed on the website of ARTMAP; and
- (f) publicity leaflets and posters were displayed at major arts and cultural venues including the offices of HAB and HKADC, HKAPA, HKAC, JCCAC, civic centres, museums and major libraries of the LCSD, and the Public Enquiry Services Centres of the 18 District Councils.

## **WAY FORWARD**

18. The term of appointment of the HKADC current members will last until 31 December 2016. The next nomination exercise will be conducted in 2016 to nominate arts interests representatives for the Chief Executive’s consideration of appointment to the HKADC for the new term commencing on 1 January 2017.

19. A review on the arrangements of the nomination exercise will be carried out to consider areas for improvement for the coming nomination exercise before it is launched in the first quarter of 2016. In conducting the review, the HKADC will be involved and the views of various stakeholders including the arts sector will be taken into account. The comments made by members of the Bills Committee during the scrutiny of the Hong Kong Arts Development Council (Amendment) Bill 2013 and any other views provided by the Legislative Council Panel on Home Affairs Panel will also be considered in the review.

**Home Affairs Bureau  
April 2014**



## Nomination of Representatives of Arts Interests for the Hong Kong Arts Development Council

### Application by Organisations and Individual Arts Workers for Participation in the Nomination of Representatives of the Respective Arts Interests - Application Guidelines

#### I. Foreword:

The Chief Executive may appoint up to 10 persons nominated by the following arts interests to be members of the Hong Kong Arts Development Council (HKADC):

Arts Administration	Dance	Literary Arts
Arts Criticism	Drama	Music
Arts Education	Film Arts	Visual Arts
Chinese Opera (Xiqu)		

The current term of office of the HKADC members will expire on 31 December 2013. Eligible organisations or individual arts workers may apply to participate in the exercise to nominate representatives of the respective arts interests for the Chief Executive's consideration of appointment as members of the HKADC (the Nomination Exercise) for a term not exceeding 3 years with effect from 1 January 2014. Successful individual applicants and eligible members/employees of successful organisation applicants may take part in the subsequent phases of the Nomination Exercise including voter registration, nomination of candidates and voting.

#### II. Eligibility:

Any arts organisation<sup>Note 1</sup> or individual arts worker which fulfils the criteria set out at (1) or (2) below respectively may apply to take part in the Nomination Exercise.

##### (1) For arts organisations

- (a) The organisation should, as at 15 March 2013<sup>Note2</sup>:
- (i) be a bona fide arts organisation that aims at promoting the development of the arts; and
  - (ii) be a statutory arts organisation, or have registered under the Societies Ordinance, Companies Ordinance, Business Registration Ordinance or Trade Unions Ordinance in Hong Kong; and

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<sup>Note 1</sup> Members/employees of organisations fulfilling the criteria as set out in this section may take part in the Nomination Exercise. A member/an employee of these organisations may be registered as voters of this Nomination Exercise if he/she meets the following criteria:

- (i) be aged 18 years or above; and
- (ii) has joined the arts organisation as a member for not less than one year prior to the start date of the Nomination Exercise; or
- (iii) be an employee of the arts organisation and has been directly involved in arts creation, direction or performance in the organisation for not less than one year prior to the start date of the Nomination Exercise; or be a full-time employee of the arts organisation and has been responsible for co-ordination or promotion of arts events or stage management (not including employees involved in general administration, finance, human resources and other technical support duties) in the organisation for not less than one year prior to the start date of the Nomination Exercise.

<sup>Note 2</sup> The date of commencement of the Nomination Exercise in 2013

- (iii) be formed and operated under a constitution or memorandum and articles of association; and
  - (iv) have been set up for at least one year before 15 March 2013<sup>Note 2</sup>. In other words, an organisation set up after 16 March 2012 is not eligible to apply.
- (b) Multi-disciplinary organisations may apply in more than one arts interest.
- (c) Arts organisations that were specified in the gazette G.N.3329 on 11 June 2010 for the 2010 Nomination Exercise may continue to be eligible to take part in the 2013 Nomination Exercise **subject to their completion and returning of Form A to the Nomination Agent on or before the deadline specified in Section III** to confirm that they continue to meet the criteria as set out in paragraph (1) (a) (i) above. If these organisations wish to update their particulars or change the arts interests for which they were registered in 2010, they should submit applications again.
- (2) For individual arts workers
- (a) The arts worker should:
- (i) be a current or former member, co-opted member, arts adviser or examiner of the HKADC, since its establishment on 15 April 1994; or
  - (ii) be a current or former arts adviser of the Leisure and Cultural Services Department (LCSD) since 1 January 2000; or
  - (iii) have been a winner or an announced finalist of the arts achievement awards of the HKADC since its establishment on 15 April 1994; or
  - (iv) have been a winner or an announced finalist of recognized local arts competitions and awards as set out in **Annex**; or
  - (v) have been successful in obtaining grant, financial sponsorship or venue sponsorship from the HKADC, the LCSD, the Home Affairs Bureau, the West Kowloon Cultural District Authority, the Hong Kong Academy for Performing Arts or the Hong Kong Arts Centre for arts projects submitted in his/her name (including the participating arts workers listed in the applications for grant/sponsorship); or
  - (vi) have obtained fees from the HKADC, the LCSD, the Home Affairs Bureau, the West Kowloon Cultural District Authority, the Hong Kong Academy for Performing Arts or the Hong Kong Arts Centre for direct engagement in arts creation, direction, performance, exhibition, production / technical support and arts administration of arts projects; or
  - (vii) be or have been in collaboration with LCSD in holding arts exhibitions/competitions; or have participated in these exhibitions/competitions in his/her name since 1 January 2000; or
  - (viii) be a full-time or part-time teacher/instructor/tutor of subjects relating to arts administration, arts criticism, arts education, Chinese opera (Xiqu), dance, drama, film art, literary arts, music or visual arts<sup>Note 3</sup> employed by local tertiary institutions<sup>Note 4</sup> (and their schools of continuing studies), secondary schools or primary

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Note 3 Visual arts also covers fine arts.

Note 4 Government subvented tertiary institutions (that is, 7 universities, the Hong Kong Academy for Performing Arts and the Hong Kong Institute of Education) and institutions providing full-time accredited self-financing post-secondary programmes, including Caritas Bianchi College of Careers, Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Community College of City University, City University of Hong Kong - School of Continuing and Professional Education, Hang Seng Management College, HKU SPACE Po Leung Kuk Community College, Hong Kong Adventist College, Hong Kong Art School, Hong Kong Baptist University – College of International Education, Hong Kong Baptist University – School of Continuing Education, Hong Kong Buddhist College, Hong Kong College of Technology, Hong Kong Institute of Technology, Hong Kong Shue Yan University, Kaplan Business and Accountancy School, The Community College at Lingnan University, Lingnan Institute of Further Education, Pui Ching Academy, SCAD Foundation (Hong Kong) Limited/Savannah College of Art and Design, Inc, The

schools in Hong Kong as at 15 March 2013<sup>Note 2</sup>. (Remarks: Applicants qualified under this item should apply to be registered under the arts interest of “Arts Education”.); or

- (ix) be a graduate of an arts programme on one of the specified arts interests<sup>Note 5</sup> at bachelor’s degree or above levels run by local universities /tertiary institutions; or
- (x) be an individual artist tenant of the Jockey Club Creative Arts Centre, the Cattle Depot Artist Village or the Hong Kong Arts Centre as at 15 March 2013<sup>Note 2</sup>.

(b) The arts worker should be aged 18 years or above.

(c) **Individual arts workers who were specified in the gazette G.N.3329 dated 11 June 2010 for the 2010 Nomination Exercise** will continue to be eligible to participate in the 2013 Nomination Exercise. These individuals **do not need** to apply again unless they wish to update their personal particulars or change the arts interests for which they were registered in 2010.

### III. Application procedure:

(1) For arts organisations:

Organisation applicants shall complete and return the application form (*Form B*) together with the following documents:

- (a) a copy of the societies/companies/business/trade unions’ certificate of registration of the arts organisation; and
- (b) a copy of the constitution or memorandum and articles of association of the arts organisation.

(2) For individual arts workers:

- (a) Individual applicants shall complete the application form (*Form C*).
- (b) Applicants who are qualified under II(2)(a)(viii) shall return the completed *Form C* with the certification by their respective institutions/schools at Part II of the form.
- (c) Applicants who are qualified under other items under II(2)(a) shall return the completed *Form C* together with a copy of the official document(s) substantiating their capacities, which include:
  - (i) For items II(2)(a)(i) and (ii), a letter/certification from HKADC or LCSD showing the appointment of the applicant to the relevant positions.
  - (ii) For items II(2)(a)(iii) and (iv), a letter/certification from the organiser(s) of one of the competitions/awards (as specified in **Annex**) showing the offer of award(s) to the applicant; or a letter from, a certification or a public announcement by the organiser(s) showing that the applicant was the finalist of one of the competitions and awards specified in **Annex**.
  - (iii) For items II(2)(a)(v) and (vi), a letter/certification from one of the government departments/statutory organisations specified in these two items showing the offer

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Chinese University of Hong Kong - School of Continuing and Professional Studies, The Hong Kong Polytechnic University - Hong Kong Community College, The Hong Kong Polytechnic University - School of Professional Education and Executive Development, The Open University of Hong Kong, HKU SPACE Community College, Tung Wah College, Vocational Training Council, Yew Chung Community College, YMCA College of Careers.

<sup>Note 5</sup> That is, Arts Administration, Arts Criticism, Arts Education, Chinese Opera (Xiqu), Dance, Drama, Film Arts, Literary Arts, Music and Visual Arts.

- of the grant, financial sponsorship, venue sponsorship or fees to the applicant and the date and purposes for which the grant/sponsorship/fees was/were made.
- (iv) For item II(2)(a)(vii), a letter/certification from LCSD showing that the applicant has collaborated with LCSD in holding exhibitions/competitions or that the applicant has participated in these exhibitions/competitions in his/her name.
  - (v) For item II(2)(a)(ix), a graduation certificate and a transcript of the applicant showing completion of an arts programme on one of the specified arts interests  
Note 5
  - (vi) For item II(2)(a)(x), a tenancy contract with the Jockey Club Creative Arts Centre, the Cattle Depot Artist Village or the Hong Kong Arts Centre bearing the name of the applicant as the individual artist tenant.
- (3) All forms and supporting documents should reach the Nomination Agent appointed by the Home Affairs Bureau—PR Concepts Asia Limited by mail, by fax or by hand on or before the deadline specified below. For postal applications, the deadline is determined by the postmark. Applicants should ensure the legibility of all relevant papers submitted especially the reproduced version, and the proper and timely delivery/transmission of the papers. Late submissions will not be accepted.

**Deadline** : **5:00 p.m. on 25 April 2013 (Thu)**  
**Address** : **PR Concepts Asia Limited**  
**16/F, Methodist House,**  
**36 Hennessy Road, Wanchai, Hong Kong**  
**Fax No.** : **2232 3952**  
**Contact Person** : **Ms Mary Wong**

#### **IV. Personal Information Collection Statement**

##### **A. Purpose of Collection**

1. Personal data collected by means of the forms attached to this Guideline will be used by the Home Affairs Bureau or its appointed Nomination Agent for purposes related to the nomination of representatives of arts interests for the Hong Kong Arts Development Council.
2. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
3. The provision of personal data and other related information by means of the forms attached to this Guideline is voluntary. However, if applicants do not provide adequate and accurate data, the Home Affairs Bureau and its Nomination Agent may not be able to process their applications for participation in the Nomination Exercise.

##### **B. Transfer of Information**

4. Where necessary, the information provided by the applicants may also be provided to other authorized departments/organisations/persons for the purposes as stated in paragraph 1 above.

C. Access to Personal Data

5. Data subjects have a right to request access to and correction of their personal data provided in their application forms in accordance with the Personal Data (Privacy) Ordinance (Cap. 486).

D. Enquiries

6. The Nomination Agent of the Home Affairs Bureau will retain the personal data and other information collected during the Nomination Exercise. After the Nomination Exercise, all such data and information will be transferred to the Home Affairs Bureau. Enquiries for making access to and/or correction of personal data in the application forms should be addressed to :

(a) the Nomination Agent before 18 November 2013:

PR Concepts Asia Limited  
16/F, Methodist House  
36 Hennessy Road  
Wan Chai, Hong Kong  
Ms Mary Wong    Tel. : 2232 3932  
Ms Kelly Tang    Tel.: 2232 3929  
Fax : 2232 3952

(b) the Home Affairs Bureau on or after 18 November 2013

Executive Officer II (Culture)1  
Culture Division (1),  
Home Affairs Bureau,  
13/F, West Wing, Central Government Offices,  
Tim Mei Avenue, Tamar, Hong Kong.  
Tel: 3509 8056  
Fax: 2802 4893

Home Affairs Bureau  
March 2013

### Recognized Local Arts Competitions and Awards

Arts Form	Arts Competitions / Awards	Organiser
Visual Arts *	1. Hong Kong Contemporary Art Awards	The Hong Kong Museum of Art
	2. HKDA Global Design Awards	Hong Kong Designers Association
	3. HKDC Awards	Hong Kong Design Centre
Literary Arts	1. Hong Kong Book Prize (Literary books)	RTHK, Hong Kong Public Libraries and Hong Kong Publishing Federation
	2. Youth Literary Awards	Youth Literary Awards Association
	3. City Literary Awards	City University of Hong Kong
	4. Young Writers' Debut Competition	Sun Hung Kai Properties and Joint Publishing (HK) Limited
	5. Hong Kong Biennial Awards for Chinese Literature	Hong Kong Public Libraries and Hong Kong Arts Development Council
	6. The Dream of the Red Chamber Awards	Hong Kong Baptist University
	7. The Asian Literary Prize	Man Group plc. and Hong Kong International Literary Festival
	8. Awards for Creative Writing in Chinese	Hong Kong Public Libraries
Drama	1. Hong Kong Drama Awards	Hong Kong Federation of Drama Societies
	2. The Hong Kong Theatre Libre	101arts.net
Dance	1. Hong Kong Dance Awards	Hong Kong Dance Alliance
	2. Bauhinia Cup Dance Championships	Hong Kong Dance Federation
Arts Criticism	1. ADC Critic's Prize	Hong Kong Arts Development Council
Film & Media Arts #	1. Hong Kong Independent Short Film and Video Awards	Hong Kong Arts Centre
	2. Fresh Wave International Short Film Festival	Hong Kong Arts Development Council
	3. Hong Kong International Film Festival Short Film Competition	Hong Kong International Film Festival

	4. Hong Kong Film Awards	Hong Kong Film Awards Association Board Of Directors
	5. Asian Film Awards	Hong Kong International Film Festival Society
	6. Hong Kong Film Critics Society Awards	Hong Kong Film Critics Society
Various arts form	1. Hong Kong Arts Development Awards	Hong Kong Arts Development Council

\* Visual arts includes Chinese Painting/ Calligraphy, Seal-engraving, Western Arts-2D (e.g. Painting, Print-making, Mural Painting, Cartoon, etc.), 3D (e.g. Ceramics, Sculpture, etc.), Design/Architecture, Photography, Mixed Material and installation, etc

# Media Arts can be defined as artistic creations that contain images created through any medium that can be traced, reflected, photographed, reproduced and projected. Artistic projects of this category often engage digital technology, interactive media, integration of text and image, sound composing and video installation, programme design and production, etc. in the production.

(Presentation format includes CD-ROM, Website, DVD/VCD, or other creative forms of presentation using technology such as computer games, video/sound installation, virtual galleries/performances etc.)

## Hong Kong Arts Development Council Nomination Exercise 2013 Guidelines for Voter Registration

### I. Eligibility to Vote:

- (1) A voter shall be aged 18 years or above; and
- (2) (a) be a member of an arts organisation which is eligible to take part in this Nomination Exercise <sup>Note 1</sup>, and has joined the organisation for not less than one year <sup>Note 2</sup> prior to the start date of this Nomination Exercise, i.e. 15 March 2013; or
- (b) be an employee of an arts organisation which is eligible to take part in this Nomination Exercise <sup>Note 1</sup>, and has been directly involved in arts creation, direction or performance in the organisation for not less than one year <sup>Note 3</sup> prior to the start date of this Nomination Exercise, i.e. 15 March 2013; or be a full-time employee of the arts organisation and has been responsible for co-ordination or promotion of arts events or stage management <sup>Note 4</sup> in the organisation for not less than one year <sup>Note 3</sup> prior to the start date of this Nomination Exercise, i.e. 15 March 2013; or
- (c) be an individual arts worker who is eligible to take part in this Nomination Exercise <sup>Note 1</sup>

### II. Application Procedure:

- (1) Arts organisations which are eligible to take part in this Nomination Exercise <sup>Note 1</sup> may make applications for registration of their members/employees as voters for this Nomination Exercise. The completed registration forms must reach the Nomination Agent <sup>Note 5</sup> via fax, e-mail, mail or by submission in person before the deadline, and the organisations concerned must ensure the legibility of all the information provided on the form(s). Late submissions will not be accepted.

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<sup>Note 1</sup> All the arts organisations and individual arts workers that are eligible to take part in this Nomination Exercise are listed in the “Arts Organisations/Individual Arts Workers Eligible to Participate in the Nomination of Representatives of Arts Interests for the Hong Kong Arts Development Council in 2013” which is published on the website [www.voteforhkadc2013.hk](http://www.voteforhkadc2013.hk).

<sup>Note 2</sup> If a member of an arts organisation which is eligible to take part in this Nomination Exercise has joined the arts organisation for less than one year but has, prior to joining this organisation, been a member of one or more arts organisation(s) which are eligible to take part in this Nomination Exercise and his/her membership with all these organisations counted together is not less than one year, then the organisation that the member joins now may produce for consideration by the Nomination Agent documentary proof of his/her membership record with these other arts organisation(s) for purposes of satisfying the “one-year” rule.

<sup>Note 3</sup> If an employee has joined an arts organisation, which is eligible to take part in this Nomination Exercise, for less than one year, but has, prior to joining this organisation, taken similar positions in other arts organisation(s) which is/are eligible to participate in this Nomination Exercise, and his/her service with all these organisations counted together is not less than one year; then the organisation may produce for consideration by the Nomination Agent documentary proof of his/her employment record(s) with these other arts organisation(s) for purposes of satisfying the “one-year” rule.

<sup>Note 4</sup> This does not include employees involved in general administration, finance, human resources and other technical support duties in the organisation.

<sup>Note 5</sup> That is, PR Concepts Asia Limited.



- (2) For those individual arts workers who are eligible to take part in the Nomination Exercise in 2013<sup>Note 1</sup>, they will automatically become voters and do not need to register as a voter through the organisations concerned.

**Start Date** : 14 June 2013 (Friday)  
**Closing Date** : 22 July 2013 (Monday) 5:00 pm  
**Address** : PR Concepts Asia Limited  
16/F, Methodist House,  
36 Hennessy Road, Wan Chai, Hong Kong  
**Fax No.** : 2232 3952 / 2232 3953  
**Contact Persons** : Ms Mary Wong  
(Tel.: 2232 3932, E-mail: mary@prconcept.com) /  
Ms Kelly Tang  
(Tel.: 2232 3929, E-mail: kelly@prconcept.com)

### III. Points to Note:

- (1) Organisations must ensure that each applicant named in the voter registration form agrees to be registered as a voter of the organisation concerned. Each applicant should be registered as a voter of one organisation only.
- (2) Registration of each applicant shall be made in respect of the same arts interest<sup>Note 6</sup> of the organisation concerned. In case of a multi-discipline organisation which has registered for more than one arts interest in this Nomination Exercise, registration of an applicant named in the voter registration form shall only be made in respect of one of the arts interests of the organisation only.
- (3) If more than one organisation have made applications for registering an applicant as voter, the Nomination Agent may contact the organisations concerned to clarify which arts organisation the applicant shall register with. **If the organisations cannot provide information to clarify the matter within the specified period, the Nomination Agent would consider the earliest application form (and ignore any subsequent application forms) submitted to it for the purpose of making registration in respect of the preferred choice of arts interest of the applicant.**
- (4) Organisation heads who are members or employees of the organisation will also need to fill in their personal information in the Voter Registration Form if they wish to be registered as voters.

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<sup>Note 6</sup> That is, the arts interest under which the organisation concerned is specified in the list of "Arts Organisations/Individual Arts Workers Eligible to Participate in the Nomination of Representatives of Arts Interests for the Hong Kong Arts Development Council in 2013" which is published on the website [www.voteforhkadc2013.hk](http://www.voteforhkadc2013.hk).

- (5) Individual arts workers who are eligible to take part in the Nomination Exercise in 2013 <sup>Note 1</sup> will automatically become voters and do not need to register as a voter through the organisation concerned.
- (6) For organisational/corporate members of an organisation (e.g. affiliated groups), the organisation shall only apply for registration of ONE representative of each organisational/corporate member as voter of the organisation for this Nomination Exercise.
- (7) The organisations shall authorize their respective responsible persons to handle the voter registration forms and **submit the letter of authorization to the Nomination Agent for record**. Each of the authorized persons shall (a) ensure that all information given for the registration is complete and correct, or the applicants may be disqualified for all purposes relating to this Nomination Exercise; (b) make declaration to that effect.
- (8) Information provided on the registration form (including the name(s), ID card number(s), correspondence address(es) and contact telephone number(s)) must be complete. Failing this, the registration process cannot be proceeded with and the applicants concerned cannot be registered as voters.

#### **IV. Personal Information Collection Statement**

##### A. Purpose of Collection

1. Personal data collected by means of the Voter Registration Form attached to this Guideline will be used by the Home Affairs Bureau or its appointed Nomination Agent for purposes related to the nomination of representatives of arts interests for the Chief Executive's consideration of appointment of members to the Hong Kong Arts Development Council.
2. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
3. The provision of personal data and other related information by means of the form attached to this Guideline is voluntary. The Home Affairs Bureau and its Nomination Agent may not be able to process the applications for voter registration if no sufficient and accurate information (including relevant personal data) is provided.

##### B. Transfer of Information

4. Where necessary, the information provided on the Voter Registration Form may also be provided to other authorized departments/organisations/persons for the purposes as stated in paragraph 1 above.

C. Access to Personal Data

5. Data subjects have a right to request access to and correction of their personal data provided in the Voter Registration Forms in accordance with the Personal Data (Privacy) Ordinance (Cap. 486).

D. Enquiries

6. The Nomination Agent of the Home Affairs Bureau will retain the personal data and other information collected during the Nomination Exercise. After the Nomination Exercise, all such data and information will be transferred to the Home Affairs Bureau. Enquiries for making access to and/or correction of personal data in relevant Voter Registration Forms should be addressed to :

- (a) the Nomination Agent before 18 November 2013:

PR Concepts Asia Limited  
16/F, Methodist House  
36 Hennessy Road  
Wan Chai, Hong Kong  
Ms Mary Wong      Tel.: 2232 3932  
Ms Kelly Tang      Tel.: 2232 3929  
Fax: 2232 3952

- (b) the Home Affairs Bureau on or after 18 November 2013

Executive Officer II (Culture)1  
Culture Division (1),  
Home Affairs Bureau,  
13/F, West Wing, Central Government Offices,  
Tim Mei Avenue, Tamar, Hong Kong.  
Tel: 3509 8056  
Fax: 2802 4893

Home Affairs Bureau

June 2013

**New registrations from individual arts workers  
for the 2013 nomination exercise**

A breakdown of the new registrations by eligibility criteria is as follows:

Eligibility Criteria	Number of new registered individuals arts workers in 2013
(i) HKADC adviser/examiner	49
(ii) LCSD adviser	5
(iii) HKADC awardees	0
(iv) Awardees and finalists of recognised local arts competitions	77
(v) Grantees of LCSD, ADC, etc.	57
(vi) Recipients of fees from LCSD, ADC, etc.	20
(vii) Collaborators of LCSD in holding competition and exhibitions	11
(viii) Arts Teachers	82
(ix) Graduates of arts programmes	352
(x) Tenants of artist villages	9
<b>Total</b>	<b>662</b>

**2013 Hong Kong Arts Development Council Nomination Exercise**  
**Guidelines for the Nomination of Candidates**

**I. Eligibility for being a Candidate or a Proposer:**

- (1) The candidate shall:
- (a) be aged 18 years or above; and
  - (b) be a voter of the arts interest for which he/she is standing for candidature; and
  - (c) not be disqualified from being nominated under section 3(6) of the Hong Kong Arts Development Council Ordinance (Cap 472) <sup>Note 1</sup>; and
  - (d) be nominated by 5 proposers or 1% of the number of the registered voters from the same arts interest (whichever is the higher). (The actual number of proposers required for the respective arts interests will be announced upon confirmation of the electorate.)
- (2) A proposer shall be a voter of the respective arts interest for which the prospective candidate is seeking candidature. The proposer shall make only one nomination in this Nomination Exercise.

**II. Procedures of Nominating Candidates:**

Nominations should be made during the nomination period on Candidate Application Forms. Proposers cannot revoke their nominations. Applicants seeking candidature should submit completed forms together with the required supporting documents to the Nomination Agent <sup>Note 2</sup> in person or by their authorized persons before the deadline. The applicants should ensure the legibility of all information submitted for the nomination. Late submissions will not be accepted.

**Candidate Nomination Period** : **13 August (Tuesday) to 26 August 2013 (Monday) 5:00pm**

**Address** : PR Concepts Asia Limited  
16/F, Methodist House,  
36 Hennessy Road, Wan Chai, Hong Kong

**Fax** : 2232 3952

**Contact Persons** : Ms Mary Wong  
(Tel.: 2232 3932, E-mail: mary@prconcpet.com) /  
Ms Kelly Tang  
(Tel.: 2232 3929, E-mail: kelly@prconcept.com)

<sup>Note 1</sup> For example, being an employee of the Government or the Legislative Council Commission; being a judicial officer; being an officer or member of any armed forces; being a salaried functionary of a government of any place outside Hong Kong; being an undischarged bankrupt; being of unsound mind; having been sentenced to death or imprisonment for a term exceeding 3 months in Hong Kong or any other territory or country, and has not either suffered the punishment to which he was sentenced or such other punishment as may have been substituted by competent authority or received a free pardon. (Please refer to the Hong Kong Arts Development Council Ordinance section 3 (6) for full details.)

<sup>Note 2</sup> That is, PR Concepts Asia Limited.

### **III. Points to Note:**

- (1) An applicant is encouraged to submit his/her application well before the deadline of the nomination period to allow time for rectification of errors, if any, in his/her application form.
- (2) An applicant should ensure that his/her proposers are eligible voters for his/her arts interest and have not nominated other prospective candidates.
- (3) An applicant is advised to obtain the signatures of more than the required number of proposers for his/her nomination to avoid the risk of having his/her nomination invalidated should one or more of the proposers be subsequently found to be unqualified as proposers.
- (4) An applicant should ensure that all information given for the nomination is complete and correct. Should there be any false information or information withheld, the nomination concerned will be invalidated.
- (5) An applicant is not allowed to withdraw his/her candidature application or subsequent candidature (if applicable) after the close of the nomination period.
- (6) Voters subscribing to a nomination should sign the relevant Candidate Application Form personally.

### **IV. Personal Information Collection Statement**

#### **A. Purpose of Collection**

1. Personal data collected by means of the Candidate Application Form attached to this Guideline will be used by the Home Affairs Bureau or its appointed Nomination Agent for purposes related to the nomination of representatives of arts interests for the Chief Executive's consideration of appointment of members to the Hong Kong Arts Development Council.
2. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
3. The provision of personal data and other related information by means of the forms attached to this Guideline is voluntary. However, if information (including personal data) provided is insufficient and not accurate, the Home Affairs Bureau and its Nomination Agent may not be able to process their applications for candidature.

#### **B. Transfer of Information**

4. Where necessary, the information provided on the Candidate Application Form may also be provided to other authorized departments/organisations/persons for the purposes as stated in paragraph 1 above.

C. Access to Personal Data

5. Data subjects have a right to request access to and correction of their personal data provided in the Candidate Application Form in accordance with the Personal Data (Privacy) Ordinance (Cap. 486).

D. Enquiries

6. The Nomination Agent of the Home Affairs Bureau will retain the personal data and other information collected during the Nomination Exercise. After the Nomination Exercise, all such data and information will be transferred to the Home Affairs Bureau. Enquiries for making access to and/or correction of personal data in the relevant Candidate Applications Forms should be addressed to :

(a) the Nomination Agent before 18 November 2013:  
PR Concepts Asia Limited  
16/F, Methodist House  
36 Hennessy Road  
Wan Chai, Hong Kong  
Ms Mary Wong           Tel.: 2232 3932  
Ms Kelly Tang           Tel.: 2232 3929  
Fax: 2232 3952

(b) the Home Affairs Bureau on or after 18 November 2013  
Executive Officer II (Culture)1  
Culture Division (1),  
Home Affairs Bureau,  
13/F, West Wing, Central Government Offices,  
Tim Mei Avenue, Tamar, Hong Kong.  
Tel: 3509 8056  
Fax: 2802 4893

Home Affairs Bureau  
August 2013

**Arts Interests of Voters for  
the 2013 nomination exercise**

A breakdown in arts interests of the registered voters is as follows -

	<b>Arts Interest</b>	<b>Number of Registered Voters (2013)</b>	<b>Number of Registered Voters (2010)</b>
1	Arts Administration	356	168
2	Arts Criticism	73	33
3	Arts Education	949	646
4	Dance	1,794	1,616
5	Drama	479	478
6	Film Arts	408	271
7	Literary Arts	551	491
8	Music	1,198	880
9	Visual Arts	1,541	1,282
10	Chinese Opera (Xiqu)	1,163	1,206
Total Number of Registered Voters		8,512	7,071



### Polling results of the 2013 nomination exercise

Polling results of the 2013 nomination exercise is as follows -

Arts Interest	Name of Candidates	No. of Votes	Candidate Received the Highest No. of Votes
Arts Administration	(1) Ms IP Yun Yun	466	Ms CHUNG Siu Mui Ribble
	(2) Ms CHUNG Siu Mui Ribble	1247	
	(3) Mr. AU Wan Leung Eddy	106	
	Blank Ballot	1058	
	Void Ballot	4	
Arts Criticism	(1) Mr. LO Wai Luk	1278	Mr. LO Wai Luk
	(2) Mr. WONG Wai Lun Max	618	
	Blank Ballot	982	
	Void Ballot	3	
Arts Education	(1) Mr. LEUNG Sung Yum	1293	Mr. LEUNG Sung Yum
	(2) Ms WONG Pik Ying	182	
	(3) Mr. WONG Chok Sun	487	
	Blank Ballot	915	
	Void Ballot	4	
Dance	(1) Ms MUI Cheuk Yin	1224	Ms MUI Cheuk Yin
	(2) Mr. LAW Yiu Wai	618	
	(3) Ms YIU Sau Mui	470	
	Blank Ballot	565	
	Void Ballot	6	
Drama	(1) Mr. WONG Chau Sang Anthony	936	Mr. WONG Chau Sang Anthony
	(2) Mr. TSE Kin Man	725	
	(3) Mr. LEUNG Wing Nang Dymo	40	
	(4) Mr. KO Tin Lung	704	
	Blank Ballot	473	
	Void Ballot	5	
Film Arts	(1) Mr. LI Shao Ming	327	
	(2) Ms PAU Ellen	1370	

<b>Arts Interest</b>	<b>Name of Candidates</b>	<b>No. of Votes</b>	<b>Candidate Received the Highest No. of Votes</b>
	Blank Ballot	1179	Ms PAU Ellen
	Void Ballot	5	
<b>Literary Arts</b>	(1) Ms NG Mei Kwan	1385	Ms NG Mei Kwan
	(2) Mr. CHOI Yick Wai	562	
	Blank Ballot	932	
	Void Ballot	2	
<b>Music</b>	(1) Mr. QUAH David	739	Ms FEI Barbara
	(2) Mr. MACLEOD Michael Brian	187	
	(3) Ms FEI Barbara	871	
	(4) Mr. LAM Kwok Pan	282	
	Blank Ballot	792	
	Void Ballot	10	
<b>Visual Arts</b>	(1) Mr. LEE Kam Yin	660	Mr. CHAN Kam Shing
	(2) Ms POON Siu Han	504	
	(3) Mr. CHAN Chi Man Oliver	91	
	(4) Mr. CHAN Kam Shing	930	
	Blank Ballot	693	
	Void Ballot	3	
<b>Chinese Opera (Xiqu)</b>	(1) Ms CHOW Kit Bing Jennifer	356	Ms LAU Wai Ming
	(2) Ms LAU Wai Ming	1828	
	Blank Ballot	687	
	Void Ballot	10	

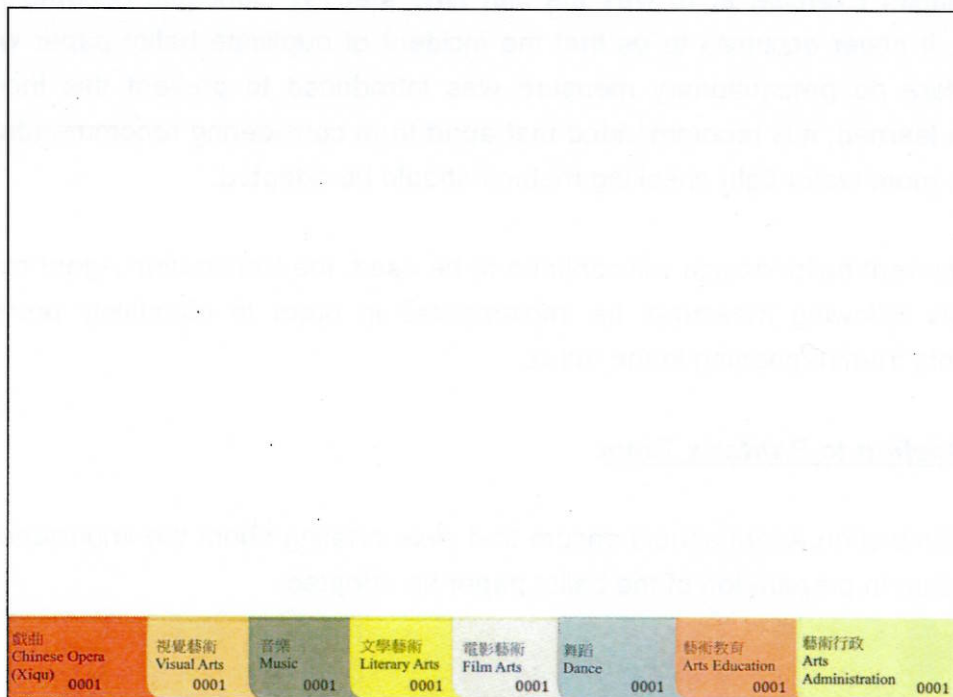
## Hong Kong Arts Development Council Nomination Exercise 2013:

### The Incorrectly Stapled Ballots Incident

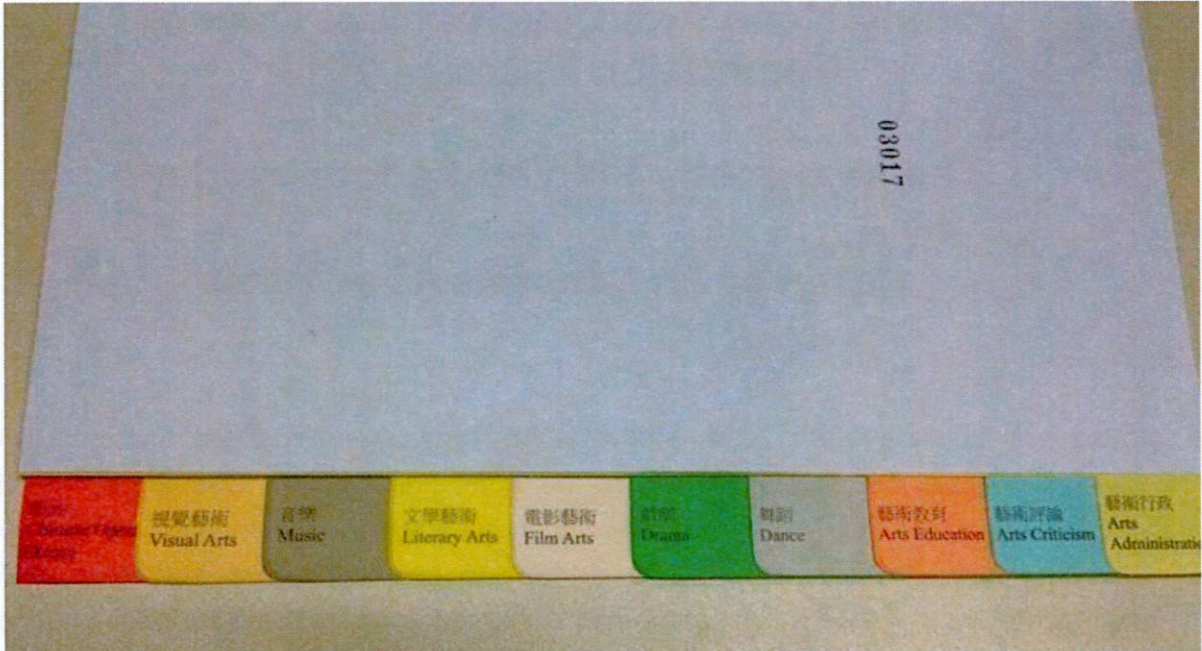
#### *Report by PR Concepts Asia Limited*

In the four previous (2001, 2004, 2007 & 2010) Nomination Exercises managed by PR Concepts, serial number was stamped on each ballot paper. Due to the growing concern of privacy, PR Concepts suggested to delete the serial numbers from all but the covered page. In the absence of serial numbers on the ballot papers, the risk of stapling incomplete or duplicated ballot papers has increased because the printer does not have to check against the serial number while stapling the ballot papers together. The incorrectly stapled ballots irregularity has never happened in previous Exercises and therefore was not anticipated beforehand.

Samples of the ballot paper for Nomination Exercise in 2010 and 2013 are illustrated as below:



Sample A (Mock up) 2010 Ballot Paper with same serial number for each arts interest



Sample B 2013 Ballot Paper with only one number on the cover sheet

Following the incident, the Nomination Agent and the printer engaged in a detailed discussion on the process of printing design and layout of the ballots. The consequence due to the slight change in ballot design is really unexpected. As mentioned above, Nomination Exercise 2010 was the fifth time that PR Concepts became Nomination Agent, it never occurred to us that the incident of duplicate ballot paper will happen. Therefore no precautionary measure was introduced to prevent this incident. With lesson learned, it is recommended that apart from considering recommendations listed below, more water tight checking method should be adopted.

If the current ballot design will continue to be used, the Nomination Agent recommends that the following measures be implemented in order to effectively prevent similar incidents from happening in the future:

***i) Briefing to Printer's Team***

The Nomination Agent should ensure that clear briefing about the importance of proper procedure in preparation of the ballot paper be adopted.

**ii) Technical Changes**

**a) Reverting to the Original Practice of Printing the Same Serial Number on Each of the 10 Ballot Papers in the Same Stapled Set**

It is suggested that the past practice should once again be implemented with serial number printed on each of the 10 individual ballot papers in the same stapled set. This should reduce the possibility of incorrect stapling. However, the message that this arrangement will not affect the privacy of the voters should be widely publicised.

**b) Using Rougher Paper for Printing Ballots**

Due to the relatively short timeframe in which completion of printing needed to be completed, the printer had limited options when planning for the different colors of each arts interests and the choice of paper for ballot printing. In future, color cards with rougher surface should be used for printing so that workers responsible for stapling and those staff at the polling station are able to check duplicates more easily. By doing this, the issue of incorrectly stapled ballots can be avoided.

**c) Allocate More Time for Printers**

The Nomination Agent and the printer have discussed the possibility of picking the ballot papers using machines instead of by hand. According to the printer, using a printing collator can minimize the chance of duplicate papers with the help of its automatic feeder and its sensors/ detectors. However, the collator is less sensitive when using thick sheets of paper, and therefore cannot guarantee that incorrectly stapled sets will not occur. The Agent therefore recommend weighing each stapled set of ballots using a digital scale to ensure early detection of any incomplete sets of ballots. This process will be more accurate and reliable than manually checking each individual ballot. Nevertheless, more time must be allocated for the printer to go through the process.

**d) Further Checking by the Nomination Agent Upon Receipt of the Stapled Sets of Ballots from the Printer**

As mentioned above, the issue of incorrectly stapled ballots has never been anticipated before. Therefore the normal practice of manually checking by the Nomination Agent before the polling day is based on sampling. Following this incident, the PR firm responsible for the next Nomination Exercise should scrutinize each and every stapled set of ballots before the polling day, followed by a final check by the staff at the balloting desks before issuing the stapled sets. By using this process, the probability of issuing incorrectly stapled ballots should be reduced greatly.

**e) Allocate More Time for Checking Before the Start of Polling**

Current practices dictate that staff at the polling station are required to come in earlier in order to conduct a final check of the ballots. However, deleting the serial number printed on each of the 10 ballot papers in the same stapled set increases the difficulty of detecting incorrectly stapled ballots. Should serial numbers continue to be deleted save for on the cover page, staff should allocate more time for final checking.

**iii) Alternate Solution**

An alternate solution is to allocate the work of printing to Government Printer and Nomination Agent to the REO respectively as they may have stronger support in terms of resources. If the Exercise is run by a Government department, preparation work could start earlier and more time be allocated to each phase of the Nomination Exercise.

November 2013

**- END -**