

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

### **General**

It is the policy of The Legislative Council Commission to facilitate news organizations to cover and report LegCo news in the Legislative Council ("LegCo") Complex. The guidelines and arrangements set out below may have to be changed from time to time to reflect changing circumstances upon consultation with media representatives.

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

2. All meetings of LegCo are open to the public and the media. Meetings of LegCo committees are normally held in public, unless otherwise provided by the Rules of Procedure of LegCo or decided by the committees concerned. There are seats reserved for the media in the press galleries of the Chamber, Conference Rooms 1, 2, 3 and 4 of the LegCo Complex, or other designated meeting venues. Seats are allocated on a first-come-first-served basis and may be reserved by calling 3919 3399 during office hours, from 9:00 am to 6:00 pm, Monday to Friday.

### Meeting Schedule

3. Information on the schedule and agendas of meetings of LegCo and its committees to be held in public is available in the "LegCo Calendar" on the LegCo Website (<http://www.legco.gov.hk>).

### **Admission pass for media representatives**

4. The LegCo Secretariat issues Term Admission Pass or Temporary Admission Pass to media representatives to facilitate their access to the LegCo Complex and use of some facilities therein for LegCo coverage.

### Term Admission Pass

5. As a general policy, the Term Admission Pass is issued to media representatives of news organizations who need frequent access to the LegCo Complex to cover LegCo meetings and events. The eligible news organizations must carry original reporting of LegCo-related news on a regular basis, and are legally registered bodies whose principal business is news reporting. The types of

news organizations to be issued the Term Admission Pass include, but are not limited to the following:

- (a) local newspapers published at least five days a week and are put on sale in the newspaper kiosks, stalls, convenient shops and other outlets;
- (b) free local newspapers published at least five days a week and are distributed in various locations throughout Hong Kong;
- (c) local news magazines published at least once a month and carry at least one article about LegCo or LegCo Members in every issue and are put on sale in the newspaper kiosks, stalls, convenient shops and other outlets;
- (d) government-funded TV/radio broadcasters;
- (e) commercial TV broadcasters that operate legally in HKSAR and possess a Domestic Free/Pay or Non-domestic Television Programme Service Licence granted under the Broadcasting Ordinance (Cap. 562);
- (f) TV organizations that operate legally in HKSAR and possess a Fixed Telecommunications Network Services Licence, Fixed Carrier Licence or Unified Carrier Licence issued under the Telecommunications Ordinance (Cap. 106);
- (g) radio organizations that possess a Sound Broadcast Licence granted under the Telecommunications Ordinance (Cap. 106);
- (h) overseas news agencies, newspapers, magazines and TV/radio broadcasters; and
- (i) online news organizations.

6. Media representatives eligible to apply for the Term Admission Pass may obtain an application form in person at the LegCo Secretariat or send a request by email to [enquiry@legco.gov.hk](mailto:enquiry@legco.gov.hk).

7. The Term Admission Pass is not transferrable. It is valid for a LegCo term unless stated otherwise on the pass. Media representatives should apply for new pass before a new LegCo term begins or as and when considered necessary by the LegCo Secretariat.

#### Temporary Admission Pass

8. Media representatives of eligible news organizations who need only

occasional access to the LegCo Complex to cover LegCo meetings and events may apply for a Temporary Admission Pass.

9. Media representatives of eligible news organizations applying for a Temporary Admission Pass must provide the following:

- (a) evidence that he/she is working for a news organization that is a legally registered body whose principal business is news reporting; and
- (b) a valid staff card with photo issued by the news organization he/she represents or a supporting letter printed on company letterhead verifying his/her employee or representative status; and
- (c) a photo identification document for identity verification.

10. For the news organizations which are not eligible to apply for the Term Admission Pass, a maximum of three Temporary Admission Passes may be issued to one news organization at any one time.

11. Holders of the Term Admission Pass who fail to present their pass could apply for the Temporary Admission Pass. Applicants must provide a photo identification document and a valid staff card with photo of the applicant issued by the news organization he/she represents. Business card will not be accepted as sufficient proof of identity.

12. Applicants for the Temporary Admission Pass should have all the relevant documents ready before making the applications. Applicants may submit all the pertinent documents in person at the LegCo Secretariat or by email to [enquiry@legco.gov.hk](mailto:enquiry@legco.gov.hk) one working day in advance for processing the application.

13. The Temporary Admission Pass is not transferrable. It is valid on the date of issue only. Holders of the Temporary Admission Pass must return the pass to the reception counters before leaving the LegCo Complex.

14. Subject to the availability of space and facilities in the LegCo Complex, student reporters of news publications or electronic news platforms operated by the journalism department of tertiary institutions may be issued the Temporary Admission Pass. Not more than two Temporary Admission Passes may be issued to each such tertiary institution at any one time. Student reporters must provide a photo identification document and written proof that they are representatives of eligible organizations at the time of application for a Temporary Admission Pass.

15. Students working for experimental newspapers and electronic media in

secondary and primary schools are not eligible for applying a Temporary Admission Pass for media representatives. These students may visit the LegCo Complex as visitors and are seated at the public gallery.

16. Individuals producing printed or online communications or promotional materials for organizations whose principal business is not news reporting do not qualify for admission passes for media representatives.

17. Each application for an admission pass will be considered individually by the LegCo Secretariat. The LegCo Secretariat may decline an application if the applicant does not meet the conditions set out above.

### **Other guidelines and arrangements**

#### Requirements for orderly behaviour

18. Media representatives in the LegCo Complex should behave in an orderly manner and comply with the directions given by staff of the LegCo Secretariat for the purpose of keeping order.

- (a) Media representatives should not disturb any meetings of the Council and its committees when working in the LegCo Complex, including in the TV/Radio Rooms and the Photo Rooms;
- (b) Media representatives should turn off their pagers, mobile phones and speakers of their notebook computers when covering the meetings of the Council and its committees. They should set their pagers or mobile phones to vibrating mode if they wish to maintain outside contact during meetings. Media representatives should not answer any phone calls while in any meeting venue;
- (c) Media representatives must not obstruct the entrances of the Chamber, Ante-Chamber, Conference Rooms, Press Conference Rooms, Dining Hall and other passageways;
- (d) Media representatives must display their Term Admission Pass or Temporary Admission Pass prominently at all times when they are in the LegCo Complex and the Designated Demonstration Areas;
- (e) Media representatives must not display or affix any signs, banners, etc. in the LegCo Complex, including the TV/Radio Rooms, workstations and lockers in the Press Room, and must keep the places clean. The LegCo Secretariat will conduct inspections from time to time and may remove equipment, decorations and any other material that it deems

inappropriate or that may affect the outlook of the places without prior notice; and

- (f) Media representatives must observe all the rules that apply to members of the public while in the LegCo Complex. Details of these rules are on display at various locations of the LegCo Complex. They may be inspected upon request.

19. The LegCo Secretariat may revoke the Term Admission Pass or Temporary Admission Pass issued to media representatives who contravene the requirements or whose behavior may or has disrupted the proceedings of the LegCo meetings or events.

#### Audio/video recording of meetings

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

#### Interviews with Members, Government Officials and members of the public

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

22. The Press Room and the Press Conference Rooms are reserved for exclusive use by Members for conducting press conferences or media interviews on matters related to Council business. Any other persons should not use such rooms for conducting press conferences or media briefings with Members, or posing for photos with Members at the podiums of the Press Conference Rooms.

23. Media representatives who wish to conduct "stand-up" interviews with deputations attending a meeting may use the press positions on 1/F and 2/F of the LegCo Complex. The interviews should be related to matters discussed at the meetings concerned.

24. Media representatives wishing to interview members of the public who observe a meeting should do so outside the LegCo Complex.

#### Press Room and TV/Radio Rooms

25. The opening hours of the Press Room and TV/Radio Rooms vary depending

on the opening times of the LegCo Complex. In general, the opening hours are as follows:

Monday to Sunday and public holidays:	from 8:00 am or one hour before the first open meeting (whichever is the earlier) to 10:00 pm or 30 minutes after the last open meeting ends (whichever is the later)
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#### Press Conference Rooms and Press Interview Rooms

26. The Press Conference Rooms are open from 9:00 am to 6:00 pm or, at the request of Members, any time feasible during non-office hours. The Press Interview Rooms on 1/F and 1M/F are subject to booking for TV/video interviews on matters related to Council business and are open from 8:00 am to 8:00 pm during weekdays, or one hour before the first open meeting and 30 minutes after the last open meeting, and from 11:00 am to 8:00 pm on Saturday, Sunday and public holidays.

#### Dining Hall

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

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

28. Media representatives are not allowed to enter the Ante-Chamber or Members' Reading Area on GM/F of the LegCo Library except authorized by the LegCo Secretariat.

#### Coffee Corner and Roof Garden

29. Media representatives may access the Coffee Corner and Roof Garden on 5/F if invited and accompanied by a Member. Media representatives are not allowed to take videos or photos, or interview Members in the Coffee Corner except authorized by the LegCo Secretariat.

#### Cafeteria

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

## Designated Demonstration Areas, LegCo Square and other areas within the precincts of the LegCo Complex

31. Media representatives must comply with the directions given by staff of the LegCo Secretariat when press positions are set up in the designated demonstration areas, the LegCo Square and other areas within the precincts of the LegCo Complex.

## **Guidelines and arrangements for media coverage of Council meetings**

### Agenda

32. Council meeting agendas are normally uploaded onto the LegCo Website (<http://www.legco.gov.hk>) on Monday afternoons.

### Television coverage

33. Media representatives of TV organizations may film the proceedings of the Council from the designated positions in the press gallery of the Chamber on 2/F during Council meetings. Care should be taken to ensure that no objects will fall from the press gallery whilst filming. They may also film the proceedings in the TV/Radio Rooms and the four Photo Rooms. Moreover, they may use the audio/video signals of the proceedings provided by the in-house TV production team of the LegCo Secretariat.

### Still photography

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

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

### TV lighting

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

While the Council meeting is in progress, media representatives near the entrance of the Chamber should not direct TV lighting or flashes toward the interior of the Chamber to avoid causing disturbances to Members or the conduct of proceedings of the Council.

#### Sound recording

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

#### Voting results

38. Voting results can be obtained from the LegCo Website (<http://www.legco.gov.hk>).

### **Guidelines and arrangements for media coverage of committee and subcommittee meetings**

#### Attendance list

39. The attendance list of a committee or subcommittee meeting will be available on the LegCo Website (<http://www.legco.gov.hk>) before the meeting starts.

#### TV camera positions

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

**Room 1:** Designated position in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which may endanger those sitting below. TV camera crews may also film the meetings in the Photo Rooms on 2/F and 3/F, but photographers have priority in using these Photo Rooms.



**Room 2A,  
2B and 3:** Designated position in the press gallery on 3/F. Care should be taken to ensure that no objects will fall from the press gallery which may endanger those sitting below. TV camera crews may also film the meetings in the Photo Rooms on 2/F, but photographers have priority in using these Photo Rooms.

**Room 4:** Designated position in the Photo Room on 2/F.

### TV lighting

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

### Still photography

42. Media photographers may take pictures of open meetings in designated positions.

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

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

**Room 4:** Photographers should take pictures in the Photo Room on 2/F. Use of flashes or lighting is not allowed during the meeting.

### Sound recording

43. Media representatives may conduct sound recording with the devices made available to them.

**Room 1, 2A, 2B and 3:** Media representatives may use the recording sockets installed in the Press Room and at the seats for the media in the press gallery on 3/F. Media representatives who wish to record from the sockets are requested to bring their own recording cords, with the same specifications as those for the seats in the Chamber.

**Room 4:** Media representatives may use the recording sockets installed in the Photo Room on 2/F.

*Note:*

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

Media and Public Relations Division  
Legislative Council Secretariat  
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