

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION MANUAL**

**July 2012**



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## THE HKIE SECRETARIAT

### 1.1 THE HKIE SECRETARIAT

Position	Responsibilities
Chief Executive and Secretary	Chief Executive Officer of the Institution and Secretary to the Council; responsible for the register of members, financial transactions of the Institution and matters relating to staffing of the Secretariat.
<b>Qualifications and Membership</b>	
Director of Qualifications	Advise on matters relating to Accreditation, Training, Qualifications and Membership policy.
Senior Manager – Qualifications	Assist the Director of Qualifications to oversee the work and daily operation of the qualifying function.
Manager – Qualifications	Responsible for operation of the Qualification and Membership Board, matters relating to the Engineers Registration Board and the coherent operation of the Committees under the two Boards.
Manager – Accreditation (Degree) & Registration	Responsible for developing and operating the accreditation system for Engineering Degree programmes; and maintaining the records of Registered Professional Engineers under the Engineers Registration Board.
Manager – Accreditation (Higher Diploma & Computer Science)	Responsible for developing and operating the accreditation systems for Engineering Higher Diplomas and Computer related degree programmes.
Manager – Membership	Responsible for matters relating to Membership application processing and membership record maintenance.
Manager – Training & Development	Responsible for the co-ordination of assessment of Scheme 'A' companies, monitoring and validating trainees' progress, and promoting and co-ordinating CPD activities for members of the HKIE.
Manager – External Qualifications	Responsible for the management of international activities of the qualifying function and providing support to the administration of Reciprocal Recognition Agreements.

<b>Learned Society</b>	
Senior Manager – Learned Society	Responsible for overseeing the work of the Conference & Function and Division & Committee Affairs Sections; co-ordinating the Annual General Meeting of the Institution; overseeing the operation of the HKIE Student Chapters and Overseas Chapters; organising Student Prizes and its presentation ceremony; maintaining close relationship with Local Representatives; liaising with other engineering institutions on matters relating to Agreements of Cooperation; and publication of Annual Report.
Manager – Conference & Function	Responsible for matters relating to the development, organisation and management of conferences and functions; providing advice and support in planning and executing international conferences and related events; organising annual institutional functions such as Annual Dinner and the Presidential Address / Dinner and the New Members' Reception.
Manager – Division & Committee Affairs	Responsible for handling matters in relation to Divisions/Committees; co-ordinating the Annual General Meetings of Divisions/Committees; assisting Divisions/Committees to issue eNewsletters; co-ordinating nominations of HKIE representatives for external boards/committees; liaising with Divisions on their applications for the Professional Services Development Assistance Scheme; co-ordinating community service works rendered by HKIE members; and publication of Division Manual.
<b>Administration &amp; Finance</b>	
Senior Manager – Finance & Administration	Responsible for overseeing the work of Finance and Administration Sections and performing HR functions for the Secretariat; handling the financial and accounting transactions of the Institution and liaising with Divisions' Honorary Treasurers on Divisional Accounts.
Manager – Administration	Responsible for matters relating to administration including the stationery, sale of publications and souvenirs, printing of name cards and labels, provision of meeting, catering and warehouse facilities; and maintenance of the office of the Secretariat including monitoring improvement projects in the Institution's premises.



<p>Manager – Information Technology</p>	<p>Responsible for the management and maintenance for the IT infrastructures and related facilities of the Institution; giving advice and assistance on matters relating to the development, evaluation and implementation of IT services for the HKIE members.</p>
<p><b>Special Duties &amp; Planning and Corporate Communications</b></p>	
<p>Senior Manager – Special Duties &amp; Planning</p>	<p>Responsible for overseeing the work of the Special Duties &amp; Planning and the Corporate Communications Sections; assist in formulating long-term strategies of the Institution; co-ordinating with Divisions and relevant Committees to provide Institution’s views to Legislative Council and Government Bureaux and in response to consultation papers; and also performing a wide variety of researches on topical issues which are of the profession and the general public’s concern.</p>
<p>Manager – Special Duties &amp; Planning</p>	<p>Responsible for handling complaints and convicted cases of members of the Institution in accordance with the Constitution and the Disciplinary Regulations; co-ordinating the organisation of the HKIE Forums, and matters relating to membership benefits, elections and alternative dispute resolution; and supporting the Section in consolidating Institution’s views and conducting researches.</p>
<p>Manager – Corporate Communications</p>	<p>Responsible for enhancing the visibility and standing of the engineering profession and the Institution via the production of various HKIE publications and corporate materials; strengthening ties with the community and the media by conducting courtesy visits and regular media gatherings respectively; publicising engineers’ achievements through organising various Awards, Prizes and competitions; and promoting engineering profession to the younger generation and the public through out-reaching activities such as career and school talks, seminars and exhibitions on an on-going basis.</p>
<p><b>Institutional Affairs</b></p>	
<p>Manager – Institutional Affairs</p>	<p>Responsible for the corporate governance and operations of the Institution including the provision of administrative support to General Meetings; keeping the Council and the Executive informed of relevant matters to aid in policy-making and to ensure the efficient running of meetings; maintaining the development and implementation of the Institution’s policies and procedures adherence to and in compliance with the Constitution and the governing documents.</p>

## **1.2 ENGINEERS REGISTRATION BOARD**

A BILL entitled “Engineers Registration Ordinance 1990” was passed by the Legislative Council on 2 May 1990. The Statement of Proposals to the Legislative Council stated that the main purpose was to protect professional standards in the professions and to provide a guarantee of an individual high professional standard to the industry and to the general public.

The Ordinance provides a framework for setting up a Registration Board for practising engineers in Hong Kong. The Board is independent of both Government and the Hong Kong Institution of Engineers (the HKIE) as the professional body involved. Nevertheless, the HKIE provides the administration of the registration systems for the Engineers Registration Board.

### **Registrar**

Acting as the Registrar of the Engineers Registration Board, the Director of Qualifications of the HKIE has the responsibility for overseeing the operations of the Engineers Registration Board in accordance with the duties vested in him by the Engineers Registration Ordinance Chapter 409 section 10. These include carrying out policies made by the Board and serving as Secretary to the Engineers Registration Board and its committees.

The Registrar, in close co-operation with the Manager – Accreditation (Degree) & Registration of the HKIE, conducts the administration and “day-to-day” business of the Board. Business includes vetting and processing the R.P.E. applications, dealing with queries relating to the R.P.E. and maintaining accurate records as stipulated in section 11 of the Ordinance.

## **DIVISIONS**

### **2.1 DIVISION RULES**

The daily operation of Divisions is governed by the Division Rules (**Appendix 1**).

As for the Associate Members Committee (AMC), Safety Specialist Committee (SSC) and Young Members Committee (YMC), their operation shall follow the Division Rules, related guidelines approved by the Council as well as their respective Composition and Terms of Reference.

### **2.2 GUIDANCE NOTES ON “DECLARATION OF INTEREST”**

Members are requested to declare their interest when specific matters are discussed where he has a direct or personal or pecuniary interest in any matter to be discussed at the Committee meeting. He is required to disclose this interest before discussion begins, and the Chairman shall decide whether that member may remain in the meeting, and if so, whether that member may speak or vote on the matter.

### **2.3 FORMATION OF NEW DIVISIONS**

The Guidelines for Formation of New Divisions is provided in **Appendix 2** for reference.

### **2.4 GUIDELINES FOR CIRCULATION OF ANNUAL GENERAL MEETING RELATED ELECTION MATERIALS**

News/information relating to the election at Annual General Meeting (AGM) of Division and the Institution, save the Notices of Meeting of Divisional AGM as stipulated in clauses 10.2(c), 10.2(e), 10.4(b) and 10.4(f) of the Division Rules, would not be accepted for circulation via eNewsletter System of the HKIE nor be posted in the Divisional website.

## **2.5 NOMINATION FOR DIVISION CHAIRMAN/ORDINARY MEMBER**

A copy of the Nomination Form for Division Chairman/Ordinary Member is provided in **Appendix 3**.

## **2.6 NOMINATION FOR COUNCIL MEMBER (DIVISION)**

A copy of the Nomination Form for Council Member (Division) is provided in **Appendix 4**.

## **2.7 ABBREVIATIONS OF DIVISIONS, COMMITTEES AND DISCIPLINES**

As of Session 2012/2013, there is a total of 18 Divisions and 20 Disciplines under the Institution. For their abbreviations, please refer to **Appendix 5**.

## EXTERNAL RELATIONS

### 3.1 PUBLIC RELATIONS

#### 3.1.1 THE HKIE Logo

##### The Coat of Arms

The Coat of Arms is the official logo of the HKIE. It has been used to represent the Institution since the founding of the HKIE. The Coat of Arms logo has two versions, one with Dragon and Beaver and another simplified one with the Dragon holding a pair of dividers. Both versions are officially adopted by the Institution.



Dragon and Beaver



Dragon

##### The New HKIE Logo

Apart from the existing Coat of Arms logo, a new HKIE logo has been developed for publicity purpose. With a view to enhancing the image of the Institution and the engineering profession as well as in appealing to the younger generation, the new HKIE logo was launched in Session 2011/2012. The new logo guidelines are provided in **Appendix 6**.

For ease of easy reproduction in printing, it is intended to use the new HKIE logo in ordinary printed matter and backdrop. However, it is not meant to substitute the official Coat of Arms logo viz the Dragon and Beaver as well as the simplified Dragon, which will remain to be used in some selected formal printed matter including prizes and awards, certificates, souvenirs as well as publications and printed matter relating to Constitution, Finance, Membership, Training and CPD.



The New HKIE Logo

### 3.1.2 Public Statements

- ◆ Only the President as well as the Chief Executive and Secretary may speak publicly on matters concerning the Institution.
- ◆ Division Chairmen may speak publicly but only on matters relating directly to their own Division.
- ◆ Please refer to Media Enquiries Guidelines in 3.1.4 for details of procedure to respond to media enquiries.

### 3.1.3 PR Guidelines for Divisions and Committees

#### Types of PR

The types of PR can generally be classified into

#### 3.1.3.1 Internal PR - for members

Internal PR activities for members include activities of all Divisions and some Committees such as technical presentations, visits and seminars, meetings of all Divisions, Committees, Boards and the Council, annual events of the Institution such as AGM, Presidential Address, Annual Dinner, the HKIE Awards and Prize Presentation Ceremony, etc.

#### 3.1.3.2 External PR - without the media

External PR without the media include overseas visits, presentations to external bodies and exhibitions for the general public such as the Education and Careers Expo, YMC's annual overseas delegation, etc.

#### 3.1.3.3 External PR - with the media

External PR with the media include all press conference/briefing, information gathering with the media and special functions such as the HKIE Forums and Prize Presentation Ceremony that the media is being invited.

#### Forms of Notification

The forms of notification of these PR activities include:

- ◆ For activities/functions under 3.1.3.1 and 3.1.3.2 above
  - Notices in Pink Pages in both print Journal, Hong Kong Engineer Online and the HKIE website and/or as an insert.
  - Letter/fax/email/the HKIE eNewsletter to individual members or Local Representatives.
  - Invitation of specific members to chair, speak or present by letter/fax/email.

- ◆ For activities/functions under 3.1.3.3 above
  - Same as 3.1.3.1 to all relevant members such as Council members, Division Chairmen, Discipline Representatives, Board and Committee Chairmen.
  - Invite the media by fax and follow up by telephone. Details of the Press Conference/Meeting shall be given. Press release can be provided on spot.

### 3.1.4 Media Enquiries Guidelines

#### 3.1.4.1 General media enquiries via the HKIE Secretariat

Two major types of enquiries:

- ◆ Seeking the HKIE views on a particular issue

The official spokesmen, i.e. the President as well as the Chief Executive and Secretary, should be approached first. In the absence of official spokesmen, the SVP, the VPs and the IPP will be responsible.

- ◆ Seeking technical/professional comments on a particular incident

The President should be approached first to determine whether to respond to media enquiries or not. Then, the President should assign himself/herself, SVP, VPs, IPP or specialists from Divisions to respond. If the President could not be reached, the Secretariat would contact the SVP, the VPs and the IPP in order of seniority to respond to media.

Note: Individual member who is being invited to provide professional knowledge on specific issues should identify himself/herself as the HKIE representative or his/her capacity in the Institution and should state that the views expressed are his/her personal views only and do not necessarily reflect the opinion of the HKIE.

#### 3.1.4.2 For critical or high impact issues that require timely response and wider publicity, a press conference/briefing should be set up

- ◆ An appropriate date and time for the press conference should be fixed in consultation with the Executive. The Checklist for Press Conference and the Checklist for Inviting Media to Events and Activities are provided in **Appendix 7** and **Appendix 8** for members' reference.
- ◆ The President, the SVP, the VPs, the IPP, the Chief Executive and Secretary and representative(s) from particular Division/Discipline concerned (depending on circumstances) should be the main persons on the panel for presentation at the conference.
- ◆ Members of panels for presentation should briefly discuss and agree on a statement or stand point of the HKIE before the conference.

### 3.1.4.3 Overall Co-ordination

- ◆ Official response to media enquiries will be co-ordinated by the Manager – Corporate Communications.
- ◆ To maintain a record of media enquiries, spokesman who has been interviewed or provided his/her professional views to the media, either referred by the Secretariat or directly approached by the media, is suggested to complete and return the “Media Enquiries Record” form (**Appendix 9**) to the Secretariat for record.

### 3.1.5 Spokesman’s Guidelines

#### 3.1.5.1 What a spokesman can say

- ◆ If evidence is available
  - a. The nature of the incident.
  - b. The probable technical reasons for the occurrence.
  - c. What can be done to remedy the situation.
  - d. What contingency measures/plans should be undertaken to minimise inconvenience caused to the public.
- ◆ If evidence is not available
  - a. Give your best judgements and qualify them with the need of investigation.

#### 3.1.5.2 What a spokesman normally cannot say

- a. Speculation on the cause of the incident.
- b. Anything that indicates or implies liability.
- c. Financial loss or compensation.
- d. Things that imply insufficiency/lack of training or know-how.
- e. Institution’s position/views on the incident other than official directives as stated in the press release.
- f. Response to criticism of the public/media.



### 3.1.5.3 Some DOs

- a. Be confident, brief and factual in answering.
- b. Always be polite, calm and cooperative even when criticised, challenged or interrogated.
- c. Tell the reporter to call the Institution for further details or the Institution's position at a later stage.
- d. Always keep the Secretariat informed of the latest situation.
- e. Be helpful and offer to follow up if you do not have the answer to a question and make sure you follow through.

### 3.1.5.4 Some DON'Ts

- a. Don't go "off-the-record".
- b. Don't be hostile or defensive.
- c. Don't take criticism personally.
- d. Don't incriminate a third party.
- e. Don't admit, deny or imply responsibility for the incident or say anything which may arouse speculation about liability.
- f. Don't advertise the HKIE as an organisation that would provide free professional service to the public.
- g. Don't be over cooperative and offer more information than needed without getting the consent from the Secretariat and the Executive, particularly in the case of live broadcast via TV or phone-in radio programme.
- h. Don't give the impression that engineering risk could ever be avoided completely.  
(Should go for "As Low As Reasonably Possible")
- i. Don't use mixed languages in the same answer.

### 3.1.5.5 Proper attire

- a. For most of the formal indoor functions unless otherwise specified:  
For men: Business suit with necktie (preferably the HKIE tie)  
For women: Skirted suit or pants suit
- b. For informal outdoor activities such as charity and sports events:  
For men/women: Smart casual
- c. Safety helmets and boots for technical site visits.

### 3.1.5.6 Presentation during press conference

- a. Rehearse if press release is available beforehand.
- b. Stick to the main points, e.g. objectives, recommendations and reasons.
- c. Try to go bilingual (or later trilingual) as required during presentation and also Q&A. (Answer Cantonese questions in Cantonese only and likewise for others)
- d. Allow time after presentation for group and separate interviews by the Press.
- e. Remember to “Relax and Smile” (for suitable occasion).

### 3.1.6 Support on External Public Relations

The Secretariat will provide the necessary support to Divisions/Committees' external public relations and presentation materials (leaflets, booklets and the HKIE corporate video in DVD format, etc.) have been produced and are available upon request.

## 3.2 The HKIE PUBLICATIONS

The Institution publishes the following:

Annual Report

Report of Activities

*Hong Kong Engineer*

The HKIE Transactions

The HKIE Yearbook

The HKIE Diary

### 3.2.1 Submission to *Hong Kong Engineer* and Hong Kong Engineer Online

*Hong Kong Engineer* (the Journal) is the monthly print journal of the Institution. Hong Kong Engineer Online ([www.hkengineer.org.hk](http://www.hkengineer.org.hk)) is the i-version of the Journal with weekly update announcements of activities in the pink pages. The Guidelines for Submission to *Hong Kong Engineer* and Hong Kong Engineer Online is provided in **Appendix 10**.

### **3.3 CONFERENCE GUIDELINES**

#### **3.3.1 Conference Manual**

The Conference Manual is a guide for organising Conferences and Events. It serves as a good practice guide for conference organisers. It also defines the authority and the reporting procedure for organising both Institution and Division conferences.

Organisers of seminars and congresses will also find the Manual useful as the Organising Committee structure and planning process will be similar to those for organising conferences. Apart from the authority and the reporting procedures, which should be in line with the HKIE policy, variations from those prescribed for organising conferences might be necessary and would thus be allowed to suit individual events.

The Institution defines conferences as normally: lasting two to five days; having a call for papers which are referred or reviewed on their suitability for publication in 'Conference Proceedings'.

#### **3.3.2 The HKIE Policy**

The HKIE aims to provide conferences of a high international standard whilst at the same time to ensure that the total event programme is self-financing. To these ends the following objectives shall be met:

- ◆ All technical papers presented should be of a high standard.
- ◆ The Conference should be organised to the highest practical quality possible and consistent with the conference objectives.
- ◆ Conference finance must aim to breakeven.
- ◆ The HKIE will maintain maximum flexibility for the Organising Committee to achieve the conference objectives.

#### **3.3.3 Responsibilities for Organising Conferences**

For Institution conferences, the Learned Society Board is responsible for the technical aspect and the professional outcome of the conference whereas the Administration Board is to take care of the resources matters (including finance) of the event. The Organising Committee Chairman should report to the Conference Committee, which is accountable to the Learned Society Board and the Administration Board.

#### **3.3.4 Formation of Organising Committee**

The Organising Committee Chairman has to be knowledgeable in almost every detail of the conference.

Members of the Organising Committee should support the Chairman with specific expertise and knowledge of the people working in their field. It is more efficient to have sub-committees responsible for different aspects of the conference. The following key areas should be addressed and if necessary the relevant sub-committees may be formed:

- ◆ Technical Programme
- ◆ Sponsorship/Exhibition
- ◆ Publication

- ◆ Publicity
- ◆ Social Programme
- ◆ Finance

Chairmen of respective sub-committees can be nominated and selected from the Organising Committee.

It is suggested that all sub-committees should meet regularly to ensure the smooth planning of conference activities. An External Conference Secretariat may be hired to assist in the organisation of conference when deemed necessary.

### **3.3.5 Link to HKIE Secretariat and other Committees**

The Organising Committee of any Institution conference shall liaise with the Conference Committee on all administrative matters through the Manager – Conference & Function and the Chief Executive and Secretary. The Organising Committee must include an HKIE Secretariat member (usually the Manager – Conference & Function) to consult on policy issues and to maintain a continuous link between the Administration Board, Learned Society Board and Conference Committee.

### **3.3.6 Planning and Organising a Conference**

The Organising Committee should consider and decide on the following major items:

- ◆ Venue and Date
- ◆ Registration Fees and Policy
- ◆ Conference Language
- ◆ Publications
- ◆ Technical Programme
- ◆ Exhibition
- ◆ Social Programme
- ◆ Technical Visits
- ◆ Accompanying Persons
- ◆ Insurance Cover
- ◆ Delegate Questionnaire
- ◆ Final Review Meeting

### **3.3.7 The HKIE Conference & Function Section**

The Conference & Function Section at the HKIE Secretariat can act in the role of a professional conference organiser. The Chief Executive and Secretary as well as the Manager – Conference & Function have a major role to play in the development and organisation of a conference. Their task is to provide the expertise and manpower required in planning, promoting, organising and managing conferences and related events.

Again, it is important to decide which of these services are required. The duties should be clearly defined and agreed between the Conference Organising Committee and the Conference & Function Section so that the manpower and resources can be well planned. An administration fee will be charged to the conference budget to recover the salaries and overhead of the Conference & Function Section based on the services required and the scale of the conference. The services may include:

- ◆ Secretariat Services
- ◆ Programme Management
- ◆ Participant Management
- ◆ Social Events and Tours
- ◆ Accommodation and Transportation
- ◆ Venue/On-site Management
- ◆ Printing and Production
- ◆ Finance
- ◆ Post Conference Reports

Conference Organising Committee that requires services from the Conference and Function Section may fill in the “Request Form for Conference Support Service” (**Appendix 11**), on the last page of the “Conference Manual” and submit it to the Conference and Function Section. For more information, please contact Manager – Conference & Function.

### **3.3.8 Budgetary Guidelines and Representation of the HKIE to International Conference**

#### 3.3.8.1 Purpose

The purpose of this paper is to set out some budgetary guidelines for conference, where the HKIE is the organiser, to be held either locally or outside Hong Kong.

#### 3.3.8.2 Budgetary considerations

Apart from the general items which are to be included in the Income and Expenditure Account of an international conference, it is suggested that the following items should also be taken into account when preparing the budget to allow for member(s) of the organising team to attend pre-conference meetings, where necessary, and to the event.

- ◆ Pre-conference expenses  
The Organising Committee of the conference should estimate the expenditure necessary (economy return airfare and accommodation expense) to enable its representative to attend pre-conference meetings to be held outside Hong Kong.
- ◆ Registration fees  
The Organising Committee should estimate the amount of registration fees to be waived for the organising team.
- ◆ Travelling and accommodation expenses (optional)  
The Organising Committee should estimate the number of its members whose travelling and accommodation expenses are to be supported. This should be calculated on economy return airfare and accommodation expenses.
- ◆ Bidding costs  
Bidding costs will only be included where necessary. This shall include the travelling and accommodation expenses and other incidentals in support of

the bidding.

A template setting out the budgetary items is provided in **Appendix 12** for reference.

### 3.1.8.3 Representation of the HKIE

The Administration Board agreed that upon invitation, the President, or failing him his delegated representative, should be the official representative of the Institution to international conference(s), either held locally or outside Hong Kong. One further representative may be nominated by the President at his discretion if deemed necessary, subject to availability of fund and the budgetary constraint.

On the basis of this understanding, the Institution will only support the attendance of one official representative to international conference(s) organised by the HKIE.

Funding for other delegates to the conference should be on a self-financing basis.

## RESOURCES

### 4.1 FINANCING OF DIVISION

#### 4.1.1 Budget and Rules for Accounts

The following documents which are for Division Budgets and Accounts are equally applicable to the Young Members Committee, the Associate Members Committee and the Safety Specialist Committee.

#### **Divisional Budgets**

The budget allowance for each Division is based on the formula: -

$$\text{\$a} \times \text{number of members} + \text{\$b}$$

The number of members used for calculation is the estimated number of members in the Division when the budget figures are finalised.

The multiplier \$a and the lump sum \$b are determined by the Administration Board each year. For information, please contact Senior Manager – Finance & Administration.



#### 4.1.2 Rules for Divisional Accounts

1. Each Division is provided with a **Current Account**, in the name of the Division, e.g. The Hong Kong Institution of Engineers – XXX Division, with the **Hong Kong and Shanghai Banking Corporation**.
2. A **Savings Account**, also in the name of the Division, may also be provided for use.
3. Each Division shall nominate **up to four persons to sign**, including the **Division Chairman** and the **Division Honorary Treasurer**.
4. When the current account is run in conjunction with a savings account, all deposits must be made into the savings account, and all payments be made from the current account. To ensure there are sufficient funds in the current account, appropriate **transfers from savings to current accounts** will be initiated by the Honorary Treasurer of the Division.
5. **Cash Transactions** are not encouraged. Cash balance must be kept **as low as possible**. All cash **must be deposited** into the bank account at **31 March** each year.
6. **All payments** are advised to be made by **cheque** from the current account. Only when **really** necessary should cash payments be made.
7. Cheques for up to \$5,000 require only one signature. Cheques for any amount in excess of \$5,000 require 2 signatures.
8. Divisions should request inward payments be made by **crossed cheques** to the Division. Cash payments are discouraged.
9. For the convenience of the participants, especially those from overseas, inward payments to be made by **credit cards** to Divisions are also allowed. Details please refer to **Appendix 13** - "Procedures for Divisions to Collect Fees by Credit Cards".
10. The HKIE **Official Receipts** can be used by each Division on all inward payments. Receipt books can be obtained from Finance Section but the cost is at the expense of respective Division.
11. Internet banking service is allowed for the Divisions to arrange internal and inter-Division transfer transactions and to check bank balances. Details please

refer to **Appendix 14** - "Business Internet Banking Services for Divisions and Committees".

12. Each Division will make a simple **Division Quarterly Report ("Report")** to the HKIE **every 3 months**. The reporting dates are 30 June, 30 September, 31 December and 31 March. It **must** be prepared and signed by the Division Honorary Treasurer and reviewed by the Chairman before being sent out to the Senior Manager – Finance & Administration together with relevant documentations **not later than 18 working days after the reporting date**. The "Report" must be prepared in the prescribed forms as at **Appendix 15**.
13. The "Report" will contain a Cash Position Summary and analysis of receipt and payment, including which income/expenditure item to be allocated. Moreover, each payment **must** be supported by **original** invoice. Where no invoices are available, a memo certified by the Chairman is usually acceptable.
14. **Current account and statement savings account bank statements** will be sent by the Bank directly to the HKIE HQ. Copies will then be sent to the individual Division's Treasurer for reference.
15. Those Divisions with **savings accounts** are required to submit copies of relevant pages of the Passbook with the "Report", if applicable.
16. Based on the "Reports", a **Divisional Income and Expenditure Account (I & E)** will be prepared by the HKIE HQ. Division Chairman and Treasurer have to sign and return this to the Senior Manager – Finance & Administration. The I & E account is standardised, as shown in **Appendix 16**.
17. The deadline for submitting the "4th quarter report" is usually earlier than the normal 18 working days in order to cope with the annual audit. The deadline will be announced around February.
18. After reviewing the "4th quarter report", a set of "End of Year Account" will be prepared by the HKIE HQ and sent to each Division. Each Division will have to sign and complete the "End of Year Account" and nominate two Corporate Members (who are not cheque signatories) to carry out a simple audit and sign a Certificate of Audit. (Note: For AMC, Corporate Members are not required.)
19. Each Division will then have to return the duly completed "End of Year Account".

20. **Payment into each Division Account** from the HKIE will be as follows:

- April - 50% of Divisional Budget – Residual of Supplementary Provision for preceding year (if any)
- September - 50% of Divisional Budget + 50% Share of Affiliate Subscription for the preceding year (if any) – 25% surplus exceed allocation for preceding year (if any)

A statement of allocation will be sent to the Division's Honorary Treasurer for each allocation. A sample of the statement is shown in **Appendix 17**.

21. Up to **15%** of the following year's Divisional budget **may be paid in advance** to a Division at the discretion of the Executive to provide a 'cushion' at the end of the year in case of need. Applications must be made by the Division's Honorary Treasurer/Chairman to the Senior Manager – Finance & Administration as early as possible.
22. At the end of each Financial Year, each Division will be **permitted to carry forward any surplus not exceeding 100%** of the budget allocation for that year. In the event of an end-of-year surplus **exceeding 100%** of the budget allocation, **25%** of the amount by which the surplus exceeds 100% of the budget allocation **will be clawed back to the HKIE central funds**. Details please refer to **Appendix 18** - "Guidelines on Returnable Surplus for Divisions".
23. In the event that funds required for the planned activities of the year of a Division is more than the total of the budget allocation for the year plus 30% of the accumulated surplus of the Division brought forward from last year, the Division can apply for supplementary provisions. Details please refer to **Appendix 19** - "The Basis of Supplementary Provisions and the Modus Operandi".
24. All queries and suggestions on the operation of the Divisional Accounts should be directed to the Senior Manager – Finance & Administration at the HKIE HQ.

### **4.1.3 General Guidelines for Divisional Expenses**

#### **1. Meeting cum Dining Expenses**

Unless outside guests are invited or in special cases approved by the Division Committee, the HKIE Division funds should normally not be used to pay for the dinner or social functions exclusively attended by Division Members.

#### **2. Purchase of Fixed Assets**

Purchase of any fixed assets in excess of HK\$10,000 must be approved by the Administration Board of the HKIE. Other fixed assets purchases must be approved by the Division Committee. A copy of the related Division Committee minutes should be submitted to the HKIE for record.

When a new Session starts each year, the outgoing Committee should hand over to the incoming Committee two lists of fixed assets: one of items costing \$1,000 to \$10,000 and the other for assets above \$10,000. This is to ensure continued safe custody of fixed assets.

#### 4.1.4 Divisional Bank Accounts Operation Instructions

##### Division with Current Account Only

1. Cash cheque can be cashed at any branch.
2. Deposits can be made at any branch.
3. Any cheque in excess of HK\$5,000 requires **TWO** authorised signatories.
4. All authorised signatories must be accompanied by the corresponding Division chop.
5. Prevent signing cheques by only one authorized signatory who is the payee.
6. Do not issue more than one cheque for settling a single invoice for the purpose of preventing the requirement of signatures by two signatories.
7. If current account with monthly balance (i.e. rolling average of the last three months) of less than HK\$25,000, a bank charge of HK\$50 will be deducted from the accounts by Bank.

##### Division with Current and Savings Account

1. Cash cheque can be cashed at any branch.
2. Any cheque in excess of HK\$5,000 requires **TWO** authorised signatories.
3. All payments, except the transfer of funds between the accounts of the same Division, must be made through the Current Account **only**.
4. Adequate amount of funds should be kept in the Current Account when issuing cheques.
5. No payment, except the transfer of funds between the accounts of the same Division, can be made through the Savings Account.
6. Any transfer of funds from Savings to Current Account requires two authorised signatories.
7. All authorised signatories must be accompanied by the corresponding Division chop.
8. Prevent signing cheques by only one authorized signatory who is the payee.
9. Do not issue more than one cheque for settling a single invoice for the purpose of preventing the requirement of signatures by two signatories.
10. If current/savings account with monthly balance (i.e. rolling average of the last three months) of less than HK\$25,000, a bank charge of HK\$50 will be deducted from the accounts by Bank.

## 4.2 RESOURCES FOR DIVISION

### 4.2.1 The HKIE Premises and Room Bookings

The premises comprise of the offices of the Secretariat, five meeting rooms (two of which can be combined) and a Bar.

#### In-house Seminars facilities

The meeting rooms are:

- ◆ Seminar Room – with a seating capacity of 80
- ◆ Board Room 1 – with a seating capacity of 20
- ◆ Board Room 2 – with a seating capacity of 20
- ◆ Board Room 3 – with a seating capacity of 18
- ◆ Room 1004 – with a seating capacity of 8

Please refer to the “Summary on Functions and Facilities” as shown in **Appendix 20** for information. Further details on room bookings, audio-visual equipment, and refreshment are available from the Administration Section. For the room booking arrangements, please refer to the Guidelines as set out in **Appendix 21**.

#### Charges for Divisions

\*HK\$/piece  
(effective from 1 April 2000)

Room charges	Nil
Overtime for Bar Assistant	95.00/hr
(after 8:00 pm on weekdays and 1:00 pm on Saturdays)	
Air-conditioning (after 7:30 pm weekdays and 1:00 pm on Saturdays)	134.00/hr
Drinks	club price
Gourmet sandwiches	club price
Coffee / Tea	5.00/person
Coffee / Tea with Biscuits	12.00/person
Coffee / Tea with Snacks	24.00/person
Coffee / Tea with S-Lunch (Soup, Salad, and Sandwiches)	38.00/person
Coffee / Tea with C-Lunch (Soup, and take away order Chinese food)	38.00/person

The maximum lunch serving per room booking is 20 persons.

*\*Prices are subject to review every year.*

## 4.2.2 The HKIE Stationery

### ***The HKIE Letterhead and Envelopes***

All Divisions are requested to use the HKIE letterhead and envelopes in correspondence related to the HKIE matters. The stationery is available upon request from the Administrative Clerk (Administration Section) and the cost is charged to the Divisional Budget.

For the format of Division's Letterhead, please refer to the sample of design as agreed by the Learned Society Board. (**Appendix 22**)

### ***The HKIE Name Cards***

All name cards must be printed by the HKIE. The Chairmen of Divisions are entitled to have the first 200 name cards free of charge. Additional name cards for Chairmen and members of Division Committees will be provided upon request and the cost will be charged to the account of the respective Division. For the name card printing procedures and the name card charging scale, please refer to the guidelines as set out in **Appendix 23**.

### ***Labels***

Address labels of Division members can be provided for each Division upon request and the cost will be charged to the respective account of the Division accordingly. Request for Divisional Label Printing form is available from the Administration Section. Please note that it takes **five** working days for the labels to be ready upon receipt of the Request Form.

### ***Printing and Stationery Charges for Divisions***

<b>Item</b>	<b>*HK\$/piece</b>	<b>Item</b>	<b>*HK\$/piece</b>
Brown envelope (A4 size)	2.00	Letterhead	0.50
Brown envelope (F4 size)	2.50	Label	0.20
Certificate (with the HKIE Logo) (A4 size)	4.00	Non-woven Recycle Bag	7.00
Certificate (with the HKIE Logo) (A3 size)	8.00	Photocopy (B/W)	0.50
Envelope (22mm×11mm)	0.50	Photocopy (Colour)	2.00
Envelope with window (22mm×11mm)	0.50	Paper Folder	16.00
Envelope (A5 size)	0.50	Receipt Book	25.00
		Wrapping Paper	10.00

For enquiries, please contact our Administration Section at 2895 4446.

*\*Prices are subject to review every year.*

## 4.2.3 The HKIE Publications and Souvenirs

The Institution publishes proceedings of conferences and seminars from time to time and also produces a range of souvenirs. They are available for purchase from the HKIE Secretariat. For purchase, please contact our staff at the Reception.

## **INSTITUTION'S INSURANCE POLICIES**

### **5.1 INSURANCE ARRANGEMENT FOR THE HKIE'S ACTIVITIES**

In an effort to further enhance our services to members and in a review of the insurance arrangement for the Institution, the Administration Board decided to take out the Group Personal Accident Insurance and Public Liability Insurance for the activities organised by the Institution and/or Divisions/Committees.

The new insurance arrangement was effective from 17 June 2002. The Group Personal Accident Insurance would cover all the HKIE members, including Honorary Fellows, Fellows, Members, Graduates, Associates, Students, Companions and Affiliates, who participate in activities organised or co-organised by the Institution and/or Divisions/Committees. The Public Liability Insurance would cover all the activities organised or co-organised by the Institution and/or Divisions/Committees.

An information kit on the insurance arrangement will be given to each Division/Committee for reference. Additional copies of information kit can be obtained from the Senior Manager – Finance & Administration.



## DIVISIONAL ACTIVITIES

Approved by LSB 5.5.2003

### 6.1 GENERAL GUIDELINES FOR THE REFERENCE OF ORGANISERS AND PARTICIPANTS OF OUTBOUND ACTIVITIES

Divisions/Committees of the Institution, from time to time, may organise various activities like technical visits, symposia or conferences outside the HKSAR. The following general guidelines are prepared for the reference of members of Divisions/Committees when organising and participating in outbound activities.

#### Preparation before trip

- ◆ Organiser/Co-ordinator of the outbound activity is advised to provide detailed information on the itinerary and arrangement of the trip to participating members. Participants should read the information before setting off for the trip.
- ◆ Participants are advised to:
  - leave a copy of the itinerary with their families or friends for emergency contact. They are also advised to inform their families or friends on their estimated arrival time to Hong Kong after the completion of the trip and the type of transportation to be taken;
  - take copies of their passports, identity cards, insurance certificates and credit cards and do not keep the copies in the same place as the originals. Leave a copy in their office and at home;
  - take necessary amount of cash for the trip. If traveller's cheques are to be used, keep the serial numbers of the cheques separate from the cheques themselves and leave a copy of the numbers to their families or friends;
  - make out a list of important telephone numbers and addresses for themselves in case of emergency contact; and
  - check the weather and hygiene situation of their destination and bring along a first-aid kit and any prescription medicines they require with them.

#### Precautions during trip

- ◆ Participants are advised to:
  - follow the itinerary of the organised trip and avoid leaving the group alone. Upon completion of the organised trip, all participants are advised to return to Hong Kong together with the group;
  - read the fire safety instructions in their hotel rooms and be sure where the nearest fire exits and alternate exits are located;
  - report any personal accident or lost of possessions immediately to the local police. Keep a copy of the police report to facilitate the application of necessary document for return to Hong Kong or indemnity claims;
  - report the accident to the organiser/co-ordinator of the organised trip and the HKIE Secretariat, whenever appropriate, for information or necessary action;
  - be accompanied by other participants and keep the important phone list on hand at all times; and
  - be particularly aware of their own safety in crowded areas.

- ◆ Participants are advised **NOT** to:
  - walk alone especially in strange place and after dark;
  - talk to strangers; and
  - show off their money and valuables in public.

### **Assistance from the Immigration Department of the Government of the HKSAR**

Hong Kong residents who have met with accidents in the Mainland, may request the following assistance from the Immigration Department or the Office of the Government of the HKSAR in Beijing whenever necessary:

- ◆ to issue Entry Permits to Hong Kong residents, who have lost their identity documents in the Mainland, for their returning to Hong Kong; and
- ◆ upon receipt of information that serious accidents or casualties have happened to Hong Kong residents, to notify relatives of the parties concerned in Hong Kong and to give advice on the related procedural matters.

*<Source: Guide to Assistance Services to Hong Kong Residents in the Mainland, Immigration Department of the Government of the HKSAR, 2007>*

### **Assistance from Diplomatic Representatives and Consular Organs of the People's Republic of China outside Chinese Territory**

Diplomatic representatives and consular organs of the People's Republic of China posted abroad are entrusted with the responsibilities of protecting the legal rights and interests of Chinese citizens outside Chinese territory. If you wish to have consular protection and services while you are overseas, you may make enquiries with the local government officials or police for the address and telephone numbers of diplomatic representatives and consular organs of the People's Republic of China at that place. Contact of Chinese Embassy in different countries is available at the Immigration Department of the Government of the HKSAR's website: <http://www.immd.gov.hk/ehhtml/embassy.htm>.

*<Source: Guide to Consular Protection and Services Outside Chinese Territory, Immigration Department of the Government of the HKSAR, 2008>*

#### **Useful Contact list:**

#### **The Government Departments/Offices of the HKSAR**

<b>Department/Office</b>	<b>Phone/Fax</b>	<b>Address</b>
Assistance to Hong Kong Residents Unit, Immigration Department of the Government of the HKSAR	Tel: +852 1868* Fax: +852 2519 3536  (* 24-hour hotline)	-
Harbour Control Section, Immigration Department of the Government of the HKSAR	Tel: +852 2543 1958	-

The Office of the Government of the HKSAR in Beijing	Tel: +8610 6657 2880 – extension 032 Fax: +8610 6657 2823 Email: <a href="mailto:bjohksar@bjio-hksarg.org.cn">bjohksar@bjio-hksarg.org.cn</a> Website: <a href="http://www.bjio.gov.hk">http://www.bjio.gov.hk</a>	No. 71, Di'anmen Xidajie, Xicheng District, Beijing 100009, China
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<Source: Immigration Department of the Government of the HKSAR, 2011>

### Emergency phone number in the Mainland

Service	Phone Number
Police	110
Fire	119
Ambulance	120
Local Telephone Number Inquiry	114

<Source: China National Tourism Administration, 2008>

*Appendix 1*

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007 (by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011

## **DIVISION RULES**

### **1. DEFINITIONS**

In these Rules the following words, unless the context otherwise requires, bear the meanings set against them:

- Institution – The Hong Kong Institution of Engineers.
- Division – A sub-division of the Institution, related to a specific field of interest for learned society or kindred purposes.
- Ordinance – The Hong Kong Institution of Engineers Ordinance 1975 of Hong Kong (Chapter 1105 of the Laws of Hong Kong) as the same may from time to time be amended, modified or re-enacted.
- Constitution – The Constitution of the Institution for the time being in force.
- Council – The Council of the Institution.
- Roll – The register as defined under section 2 of the Ordinance and the list of members of the Institution established under Article 10 of the Constitution.

In these Rules, the word “year” or “session” shall refer to a period from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, unless the context otherwise requires.

When the masculine gender is used in the text, it is intended that this should embrace both the masculine and feminine genders.

### **2. AIMS AND ACTIVITIES**

The aim of a Division is to advance the objects of the Institution and their application to the various subjects which come within the Division, more specifically to:

- (a) promote the general advancement of the science, technology and practice of the Division;

- (b) encourage and foster a spirit of friendly collaboration amongst its members and with members of similar institutions, societies or other professional bodies;
- (c) facilitate the exchange of information and ideas in relation to the Division; and
- (d) contribute to raise the standing of engineers.

A Division shall achieve its aims by carrying out learned society activities in accordance with the requirements of the Division Manual. Divisions shall be subject to regulation by the Learned Society Board.

### **3. CHECKLIST OF DIVISION COMPOSITION AND MEMBERSHIP**

- (a) Does the Division have sufficient support and interest in sustaining the population size of Corporate Membership of 200?
- (b) Is there involvement from sufficient senior and/or responsible members of the Institution in the Division?
- (c) Is there sufficient number of members in the corresponding Discipline? (say, not less than 30)

### **4. STATUS OF A DIVISION**

When the aims and activities and membership in an established Division cannot satisfy the checklist for Division stated in Clauses 2 and 3 above, and it is judged by the Learned Society Board that there is no longer sufficient support for the continuance of that Division, the Board may propose to the Council for approval that the Division should be amalgamated with another Division of good standing, or be a Division without a representative in the Council, or be closed down.

### **5. MEMBERSHIP**

Individual membership shall be open to any member of the Institution. Membership of the Division shall be deemed to have taken place from the date of inclusion in the Roll. Members may join any number of Divisions, subject to any restrictions which may be in force.

### **6. COUNCIL MEMBER (DIVISION)**

- 6.1 Each Division (other than those referred to in Clause 2.3 of the Guidelines for Formation of New Divisions and Clause 4 above) will have one representative on the Council. The Council Member (Division) will be ex-officio member of the Division Committee and Discipline Advisory Panel. The term of office for a Council Member (Division) shall normally be two years from the Institution's Annual General Meeting immediately following the election and the incumbent

shall not be eligible for re-election in the capacity of Council Member (Division) until at least eleven months have elapsed following retirement.<sup>1</sup> Eligible candidate must be:

- (a) a Corporate Member of the corresponding Discipline, and
- (b) a Corporate Member of the Institution for at least three years, and
- (c) (i) a past or current Discipline Representative, or  
(ii) a past or current Division Committee member who had or has served on the Division Committee for at least two years.

Any member of the Institution who has served the Council in the current session shall not be eligible to stand for election as Council Member (Division) for the next session until at least eleven months have elapsed following retirement, save as provided for in Clause 6.2 below.

Only Corporate Members and Fellows of the corresponding Discipline of the Division will be eligible to vote on the election of the Council Member (Division) at the Division Annual General Meeting.

(Reference Articles of the Constitution: Article 16 (d) and (i).)

- 6.2 If a casual vacancy shall occur in the office of the Council Member (Division), such vacancy for the remainder of the year left vacant shall be filled by election at the next Division Annual General Meeting. For the purposes of clarification, the incumbent elected to fill such casual vacancy shall be eligible for re-election for Council Member (Division) for another term of service at the next applicable Division Annual General Meeting notwithstanding that a period of eleven months has not elapsed following his retirement from his appointment as Council Member (Division) to fill such casual vacancy.

## 7. COMMITTEE

- 7.1 The Division Committee shall organise and arrange the activities of the Division and shall meet as often as the business of the Division requires at such times and places as shall be determined by the Committee.
- 7.2 Each session of the Division Committee shall be from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, and each current Division Committee shall comprise:
- (a) a Chairman, elected annually at the last Division Annual General Meeting;
  - (b) the Immediate Past Chairman;
  - (c) six to fifteen Ordinary Members of the Committee;
  - (d) ex-officio: one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;

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<sup>1</sup> For the first year of implementation of the new structure, the term of office of Council Members (Division) shall be staggered evenly between two to three years which shall be determined by lot among the Divisions.

- (e) ex-officio: one representative of the Young Members Committee from time to time nominated or replaced by that Committee;
- (f) ex-officio: Council Member (Division) (where applicable);
- (g) ex-officio: Discipline Representative of the corresponding Division (where applicable); and
- (h) up to three Co-opted Members as deemed necessary and co-opted by the Division Committee.

7.3 The Chairman of the Division shall be a Fellow of the Institution in the corresponding Discipline of the Division unless the Learned Society Board agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.6(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, not hold office as Chairman continuously for more than two years.

The Honorary Officers of a Division shall all be Corporate Members in the corresponding Discipline of the Division unless the Division does not have a corresponding Discipline. At the first Division Committee meeting of any session, which shall be held not later than four weeks after the Institution's Annual General Meeting, the Committee shall elect the following Honorary Officers from among Committee Members referred to in Clause 7.2(c) to (h):

- (a) a Deputy Chairman;
- (b) an Honorary Secretary;
- (c) an Honorary Treasurer.

7.4 Subject to Clause 7.2(c) above, the Division Committee shall determine the number of Ordinary Members of the Committee for the next session. Every registered member of the Division shall have the right to stand for the election for the Ordinary Members of the Division Committee. The Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of up to three years. A number nearest to, but not more than a third of the Ordinary Members in the outgoing session shall retire each year. The Ordinary Members to retire shall be those who have been longest in office in the outgoing session and shall include those who resign from the Division Committee voluntarily. Retiring Ordinary Members, if eligible, may offer themselves for re-election for another term of service. An Ordinary Member is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of Ordinary Member of the Committee may be served.

7.5 Any member of the Institution may be co-opted by the Division Committee under Clause 7.2(h) above and the term of office for each Co-opted Member shall normally be for up to one year to be determined by the Committee upon his

co-option, although he may be eligible for a successive co-option for up to one further year.

7.6 Except for the offices set out in Clause 7.2(d) to (g) above, any casual vacancy which may occur on the Division Committee shall be filled in accordance with the following requirements:

(a) If a casual vacancy shall occur in the office of the Chairman, it shall be filled by the Committee as soon as practicable by appointing the Deputy Chairman for the time being and who is able and willing to serve the Committee as the new Chairman, provided that any Chairman so appointed shall hold office for the remainder of the term left vacant.

(b) If a casual vacancy shall occur in the office of the Deputy Chairman, it shall be filled by the Committee as soon as practicable by appointing the Honorary Secretary for the time being or if he is unable or unwilling to serve the Committee as the new Deputy Chairman, then the Honorary Treasurer as the new Deputy Chairman, provided that any Deputy Chairman so appointed shall hold office for the remainder of the term left vacant.

(c) If a casual vacancy shall occur in the office of the Immediate Past Chairman, it shall be filled by the Committee as soon as practicable by appointing a most recent Past Chairman who is able and willing to serve the Committee as the new Immediate Past Chairman, provided that any Immediate Past Chairman so appointed shall hold office for the remainder of the term left vacant.

(d) If a casual vacancy shall occur in any other office, or if a casual vacancy cannot be filled in the manner as specified in Clause 7.6(a), (b) or (c) above, the Division Committee may fill any such vacancy on the Committee that may arise in such manner as the Division Committee deems fit. Such Committee Members as co-opted shall serve to the end of the remainder of the year left vacant.

(e) Members appointed to fill such vacancies shall have full voting rights on the Division Committee.

For the purposes of clarification, where there is any restriction on the number of terms or years for any incumbent to serve as a member of or on any post of the Division Committee, such restriction shall not apply to the time during which he was co-opted or elected to fill any casual vacancy which may occur on the Committee.

7.7 The continuing Division Committee Members may act notwithstanding any vacancies in the Committee, provided that if the number of Division Committee Members shall be reduced below the quorum necessary for Committee meetings, the continuing Division Committee Members may act for the purpose of filling vacancies in their body but for no other purpose.

7.8 A Division Committee Member shall vacate his office if (a) he becomes bankrupt or of unsound mind or resigns his office by notice in writing to the Honorary Secretary or if he ceases for any reason to be a member of the Institution, or (b)



he is absent from more than three consecutive meetings of the Committee without giving adequate reason to the satisfaction of the Committee and the Committee may, by a resolution passed at a meeting of the Division thereupon resolves that he has vacated office.

- 7.9 Representatives of student organisations may be invited as observers to the Committee.
- 7.10 Nominations for Chairman and Ordinary Members and co-options shall be arranged to create the optimum representation of the various employment sectors within the Division.
- 7.11 The Division Committee shall prepare a draft annual report, which shall be approved at the Division Annual General Meeting.
- 7.12 The Chairman, or failing him the Deputy Chairman, or failing him the Immediate Past Chairman, shall preside as chairman at every Division Committee meeting. If none of them is present within thirty minutes from the time appointed for holding any such meeting, the Committee Members present shall choose a Committee Member to act as chairman of that meeting.
- 7.13 At any Division Committee meeting, each Committee Member shall have one vote and the decision of the Division Committee shall be by simple majority of the Committee Members present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Committee meeting shall have a second or casting vote.

## **8. QUORUM**

- 8.1 The quorum for Division Committee meetings shall be four Corporate Members.
- 8.2 The quorum for General Meetings, i.e. Division Annual General Meetings and Special General Meetings, shall be ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater.
- 8.3 If a quorum for any General Meeting is not present within thirty minutes from the time appointed for General Meeting, it shall stand adjourned to such place and time and date within the next ten calendar days as determined by the Division Committee. The revised place, time and date for the adjourned General Meeting shall be notified to members of the Division by being published on the Institution's website and (where available) the Division's website. No other notification of any kind is required to be issued to the members of the Division on the adjourned General Meeting. If at the adjourned General Meeting a quorum is not present within thirty minutes from the time appointed for such General Meeting, the members of the Division present shall be a quorum.

## 9. FINANCE

Each Division shall receive a yearly allocation of funds for which it is responsible. The funds shall be managed through a Division Account. The detailed rules for the operation of the account are stipulated in the Division Manual.

## 10. MEETINGS

### 10.1 Chairman and Honorary Secretary

The Chairman of all meetings shall normally be the incumbent Chairman of the Division.

The Honorary Secretary of a Division or his representative shall attend each Committee meeting and General Meeting of that Division in order to compile records of each such meeting and General Meeting.

### 10.2 Division Annual General Meeting

- (a) The Division Annual General Meeting shall take place not earlier than twelve weeks and not later than six weeks before the Annual General Meeting of the Institution. The Secretariat will provide at the start of each session a provisional schedule of dates for Division Annual General Meetings.
- (b) The purpose of this Meeting shall be to receive and approve the annual report of the Division (including audited financial statements of the Division, if available), to elect relevant members of the new Division Committee and Chairman, to elect Council Member (Division) (where applicable), and to consider such other business as may be raised by the Division Committee.
- (c) Not less than twenty-eight calendar days prior to the Division Annual General Meeting each member of the Division shall be sent, or the Division may publish in the *Hong Kong Engineer*, a list of persons whom the Division Committee nominates as candidates for election as Chairman and as Ordinary Members of the Committee. The nominations shall be such as to ensure that there are sufficient Corporate Members to fill the position of Honorary Officers of the Division. Names of persons whom the Committee nominates as candidates, if any, for election as Council Member (Division) should also be circulated.
- (d) After issue of the Division Committee's list of candidates any two Corporate Members of the Division may nominate in writing any duly qualified persons as Chairman or Ordinary Members of the Committee or Council Member (Division). The nomination paper signed by those making the nomination, together with the assent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the Honorary Secretary, not later than fourteen calendar days prior to the Division Annual General Meeting. No nominations will be accepted after that date.

- (e) The Division's annual report and (if further nominations have been made pursuant to Clause 10.2(d) above) a consolidated list of all persons properly nominated for election as Chairman or Ordinary Members of the Committee or Council Member (Division) shall be circulated to all members of the Division not less than seven calendar days before the Division Annual General Meeting by being published on the Institution's website and (where available) the Division's website. A copy of such consolidated list (if so circulated) and annual report shall thereafter be mailed to all members.
- (f) In the event that the number of nominations exceeds the number of vacancies, a ballot shall be held; otherwise, a ballot shall not be used. Two scrutineers who shall be Corporate Members of the Division not themselves standing for election, shall be appointed by the Division Committee for the purpose of conducting the election.
- (g) At each Annual General Meeting, the minutes of the previous Annual General Meeting will be read and, after confirmation, shall be signed by the chairman of the Meeting.

### 10.3 Division Special General Meeting

- (a) A Division Special General Meeting will be held whenever it is necessary to transact any formal business of the Division between Annual General Meetings. It shall be convened either by the Division Committee or at the request of ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater. The request must state the objects of the Meeting and must be signed by the requisitionists and be deposited with the Honorary Secretary of the Division. If the Division Committee shall not, within twenty-one calendar days from the date of the deposit of the requisition, proceed to convene a Meeting, the requisitionists or any of them representing more than half their total may themselves convene a Meeting but any such Meeting so convened shall not be held after the expiration of three months from the said date of deposit. A Meeting convened by requisitionists shall be convened in the same manner, as near as possible, as that in which meetings are to be convened by the Division Committee and the reasonable expenses incurred by the requisitionists by reason of failure of the Division Committee duly to convene a Meeting shall be repaid to the requisitionists by the Division.
- (b) A Division General Meeting may be combined with another meeting.

### 10.4 Other miscellaneous matters on General Meeting

- (a) Apart from the businesses specified in these Rules to be transacted at a Division Annual General Meeting, any other business or matter may be proposed for decision by any General Meeting which is relevant to the aims and activities of the Division to provide guidance to the Division Committee.
- (b) Not less than twenty-eight calendar days (for an Annual General Meeting) and fourteen calendar days (for a Special General Meeting) notice in writing,

specifying the place, date and time of the General Meeting, and the general nature of the business to be transacted thereat, shall be given to all members of the Division. Except as provided for in any notice of General Meeting, no other business shall be transacted at any such Meeting save that a vote on any amendment to the proposal may be accepted by the chairman provided that the amendment is formally proposed and seconded by Corporate Members present at such Meeting but the chairman shall not accept any amendment which in his opinion will have the effect of making a major change in the substance of the original proposal. Accidental omission to give the notice described above to, or the non-receipt of such a notice by, any person entitled to receive the same shall not invalidate the proceedings of any such Meeting.

- (c) The Chairman, or failing him the Immediate Past Chairman, or failing him the Deputy Chairman, shall preside as chairman at every Annual or Special General Meeting of the Division. If none of them is present within thirty minutes from the time appointed for holding any such Meeting, the members present shall choose a Committee Member, and if none is present one of their number, to act as chairman.
- (d) Division Chairman and Discipline Representative shall not take part in electioneering for election in the Division Committee unless he/she stands for election. Resources of the Institution shall not be used in canvassing activities in electioneering. The said resources are those or any tangible costs that should be or could be a legitimate item for entry in the divisional accounts.
- (e) At any General Meeting of the Division, each member of the Division shall have one vote and the decision of the Division shall be by simple majority of the members thereof present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Meeting shall have a second or casting vote.
- (f) In reckoning time for the purposes of this Clause 10, the day on which any list (under Clause 10.2(c) or (e) above), nomination or other papers (under Clause 10.2(d) above) or notice (under Clause 10.4(b) above) is or deemed to be given, forwarded or circulated (as the case may be) and the day fixed for the General Meeting shall not be counted.

## 10.5 Technical Meetings

For technical meetings including but not limited to seminars, conferences, talks and forums, the Division should ensure that there is a proposer for the vote of thanks.

All members of the Institution shall be eligible to attend Division technical meetings.

## **11. SECRETARIAT**

The Secretary of the Institution and the Secretariat shall render reasonable administrative and secretarial assistance to the Division.

The Honorary Secretary of a Division shall send to the Secretary of the Institution, or his representative, the agenda for all Division Committee meetings, before they take place, and the minutes of such meetings.

## **12. STATUS OF THE RULES**

12.1 In the event of any discrepancy between the Ordinance, Constitution and these rules or any amendment thereto, precedence shall be in the order stated.

12.2 A Division may refer at any time to the Learned Society Board a proposal to revoke, alter or add to these Rules, but such alteration shall not take effect until approved by the Council.

## SUMMARY

### Composition of the Division Committee

1. The Division Committee shall comprise:-
  - (a) a Chairman, elected annually at the Division Annual General Meeting;
  - (b) the Immediate Past Chairman;
  - (c) 6 to 15 Ordinary Members of the Committee;
  - (d) ex-officio : one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;
  - (e) ex-officio : one representative of the Young Members Committee from time to time nominated or replaced by that Committee;
  - (f) ex-officio : Council Member (Division) (where applicable);
  - (g) ex-officio : Discipline Representative of the corresponding Division (where applicable); and
  - (h) up to 3 Co-opted Members as deemed necessary and co-opted by the Division Committee.

Co-opted Members and Members appointed to fill casual vacancies on the Division Committee shall have full voting rights.

Unless approved by the Learned Society Board the Chairman of the Division shall be a Fellow. Honorary Officers shall be Corporate Members.

2. At its first meeting of the session, the Division Committee shall elect from its number the following Honorary Officers:-
  - (a) a Deputy Chairman;
  - (b) an Honorary Secretary;
  - (c) an Honorary Treasurer.

3. The Associate Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

The Young Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

4. The serving Committee may make nominations for the Chairman and Ordinary Members for the coming Committee. Nominations should be actively sought from other quarters, an appropriate nomination form is attached.
5. Representatives of student organisations may be invited as observers to the Committee without voting rights.
6. An Ordinary Member is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of Ordinary Member of the Committee may be served.

*Appendix 2*

Approved by Council 29.4.1999, 18.5.2000; updated by LSB 24.11.2005 (by circulation); updated by LSB 7.9.2009

## **GUIDELINES FOR FORMATION OF NEW DIVISIONS**

### **1. Purpose**

This note summarises the steps which must be taken in the formation of new Divisions. There are two phases of activities:-

- (i) from a concept, to consultation and finally authorisation by the Council; and
- (ii) implementation in terms of taking the Division through its first 3 years of operation.

In the realisation of the concept of forming a new Division, the major consideration should be whether the aims and objectives of such a Division align with the policies and overall interests of the Institution and its members. Furthermore, for reasons of efficiency and effective utilisation of resources, the question of whether a new Division is necessary to realise the proposed learned society functions must be answered satisfactorily.

### **2. Checklist of Requirements**

#### 2.1 Proposed Area of Interest

- 2.1.1 Should be worthy of formation as separate Division.
- 2.1.2 Cannot be satisfactorily considered within existing Division structure; implies interest from more than one Division, or new field of interest.
- 2.1.3 Should be adequately related to engineering. Does it satisfy Object 1 of the Institution - to promote the general advancement of the science and practice of engineering?
- 2.1.4 The proposed title of the Division should reflect its link with the engineering profession.

#### 2.2 Division Composition and Membership

- 2.2.1 Does the proposed Division have sufficient support and interest (initial population size (of Corporate Members) should be 200 of the Corporate Membership)?
- 2.2.2 Is this support likely to continue?
- 2.2.3 Is there involvement from sufficient senior and/or responsible members of the Institution to steer the Division? (As a prerequisite, there should be at least 10 Fellows to be involved in steering the Division.)



2.2.4 Is there a framework already established for a corresponding Discipline including such as some of the following: accredited degrees, provisional training schemes and Discipline Advisory Panel?

### 2.3 Seat in Council

For Division to be formed after 1998/99 Session, apart from meeting the requirements set out in Clauses 2.1 and 2.2, there will be a three-year period of probation to determine whether that particular Division could sustain in meeting the requirements. During probationary period, the Division shall have no seat in the Council and shall be called a "Division on probation". A minimum of 30 members in the corresponding Discipline is required in a Division at the end of the three-year period.

## 3. LSB/Council Approval/Rejection

The route to gaining acceptance by the Council will be for a case to be made to the Learned Society Board. If recommended by the Learned Society Board, the case will be presented by the Chairman of the Learned Society Board to the Council for approval.

## 4. Implementation of a Proposal

Assuming approval by the Council, the following sequence will apply:

- (a) those promoting the formation of a new Division shall insert a notice of a meeting in the Pink Pages of the *Hong Kong Engineer*;
- (b) this meeting will provide a forum for all those members of the HKIE with an interest in the area;
- (c) the meeting shall be chaired by the Chairman of the Learned Society Board;
- (d) the purpose of the meeting will be for the election of the Committee of the proposed Division, to hold office through to the end of the first complete session.

## NOMINATION FORM FOR DIVISION CHAIRMAN/ORDINARY MEMBER

### NOMINATION FORM

We wish to nominate the following member of the HKIE for election to the \_\_\_\_\_  
Division Committee.

**\*Division Chairman / Ordinary Member (\*Please delete as appropriate):**

Name (Print): \_\_\_\_\_ Class of Membership : \_\_\_\_\_

Discipline(s) (where applicable): \_\_\_\_\_

Organisation and Position Held: \_\_\_\_\_

I consent to being nominated: \_\_\_\_\_  
(Signature)

#### Proposer

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Class of Membership: \_\_\_\_\_

#### Secunder

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Class of Membership: \_\_\_\_\_

#### Notes

- a) In accordance with Clause 7.3 of the Division Rules, the Chairman of the Division shall be a **Fellow** of the Institution in the **corresponding Discipline of the Division** unless the Learned Society Board agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.6(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, **not** hold office as Chairman continuously for **more than two years**.

The Honorary Officers of a Division shall all be **Corporate Members** in the **corresponding Discipline of the Division** unless the Division does not have a corresponding Discipline.

- b) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division, no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.
- c) In accordance with Clause 7.2 of the Division Rules, each current Division Committee shall comprise **six to fifteen Ordinary Members**.
- d) In accordance with Clause 7.4 of the Division Rules, the Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of **up to three years**. Also, an Ordinary Member is normally required to retire after **two consecutive terms in office** and only under exceptional circumstances as determined by the Division Committee may he serve one more term as that a **maximum of three consecutive terms** in the capacity of Ordinary Member of the Committee may be served.

## NOMINATION FORM FOR COUNCIL MEMBER (DIVISION)

### NOMINATION FORM

We wish to nominate the following member of the HKIE as a candidate for election as Council Member (Division) representing \_\_\_\_\_ Division.

Name (Print): \_\_\_\_\_ Class of Membership : \_\_\_\_\_

Discipline(s): \_\_\_\_\_

Organisation and Position Held: \_\_\_\_\_

I consent to being nominated: \_\_\_\_\_  
(Signature)

**Proposer**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Class of Membership: \_\_\_\_\_ Discipline(s): \_\_\_\_\_

**Seconder**

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Class of Membership: \_\_\_\_\_ Discipline(s): \_\_\_\_\_

**Notes**

- a) In accordance with Article 15(1)(b) of the Constitution, each Division shall have one representative on the Council. If, at any time, any Division fails to meet or comply with, or to continue to meet or comply with, the relevant requirements for a Division (as stated in the guidelines that apply at that time), then the Council shall have the power to suspend or remove the Division's status and to suspend its representative from sitting on the Council. Such suspension will continue until the Council is satisfied that the failure to meet or comply with the relevant guidelines have been remedied.
- b) In accordance with Article 16(d) of the Constitution, all Council Member (Division) must be:
  - i. a Corporate Member of the corresponding Discipline, and
  - ii. a Corporate Member of the Institution for at least three years, and
  - iii. (iiia) a past or current Discipline Representative, or  
 (iiib) a past or current Division Committee member who had or has served on the Division Committee for at least two years.
- c) In accordance with Article 16(i) of the Constitution, Council Member (Division) shall be elected by their respective Divisions at their own annual general meetings. Only **Corporate Members and Fellows of the corresponding Discipline of the Division** will be eligible to vote for the Division representative on the Council.
- d) In accordance with Clause 6.1 of the Division Rules, the term of office for a Council Member (Division) shall normally be **two years** from the Institution's Annual General Meeting immediately following the election and the incumbent shall **not** be eligible for re-election in the capacity of Council Member (Division) until **at least eleven months** have elapsed following retirement. Any member of the Institution who has served the Council in the current session shall **not** be eligible to stand for election as Council Member (Division) for the next session until **at least eleven months** have elapsed following retirement.
- e) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division, no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.
- f) Proposer and seconder must be also an eligible voter of the candidate as mentioned in item (c).

## Appendix 5

**ABBREVIATIONS OF DIVISIONS, COMMITTEES AND DISCIPLINES**

<b>DIVISIONS</b>		<b>DISCIPLINES</b>	
Aircraft	AC	Aircraft	ACE
Biomedical	BM	Biomedical	BME
Building	BD	Building	BUD
Building Services	BS	Building Services	BSS
Civil	CV	Chemical	CML
Control, Automation & Instrumentation	CA	Civil	CVL
Electrical	EL	Control, Automation & Instrumentation	CAI
Electronics	EN	Electrical	ELL
Environmental	EV	Electronics	ENS
Gas & Energy	EG	Environmental	ENV
Fire	FE	Fire	FRE
Geotechnical	GE	Gas	GAS
Information Technology	IT	Geotechnical	GEL
Manufacturing & Industrial	MI	Information	INF
Materials	MT	Logistics & Transportation	LTE
Mechanical, Marine, Naval Architecture & Chemical	MC	Manufacturing & Industrial	MIE
Nuclear	NE	Marine & Naval Architecture	MNA
Structural	ST	Materials	MAT
		Mechanical	MCL
		Structural	STL
<b>COMMITTEES</b>			
Associate Members Committee	AMC		
Safety Specialist Committee	SSC		
Young Members Committee	YMC		

# The Hong Kong Institution of Engineers Logo Guidelines

## 1

### The Line Signature

#### Signature Colour

- Full Colour Version
- Black & White Version
- Monotone Version

- Full Colour Application
- Monotone Application

## The Line Signature

### Full Colour Version

Whenever possible the signature should be reproduced in full colour.



### Black & White Version

### Monotone Version

When corporate colours cannot be used due to printing restrictions (or for special application), black & white or monotone version can be applied.



Black



HKIE Burgundy



Silver



Gold

### Full Colour Application



On white background



On light background



On red background



On burgundy background



On orange background



On black background

### Monotone Application



On white background



On 70% solid black background or above



On black background

This document is to be used as a guideline and need to be followed closely.

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Updated June 2011

# The Hong Kong Institution of Engineers Logo Guidelines

## 2

### The Line Signature

- Font Usage
- Colour Usage
- Clear Space
- Minimum Size
- Incorrect Use of the Signature

This document is to be used as a guideline and need to be followed closely.

## The Line Signature

### Font Usage

**English Logotype:**  
Font: Adobe Minion Pro Regular  
(with design modification)



**THE HONG KONG  
INSTITUTION OF ENGINEERS**  
香港工程師學會

**English Logotype:**  
Font: ITC Stone Sans Semibold  
Colour: Black

**Chinese Logotype:**  
Font: Monotype Hei Bold  
Colour: Black

### Colour Usage

#### HKIE Orange



**Custom Colour**  
Pantone 151C  
**4-colour Process**  
M:68 Y:100  
**RGB**  
R:255 G:115 B:0

#### HKIE Burgundy



**Custom Colour**  
Pantone 497C  
**4-colour Process**  
M:70 Y:100 K:78  
**RGB**  
R:79 G:41 B:38

#### Black



#### Silver



**Custom Colour**  
Pantone 877C

#### Gold



**Custom Colour**  
Pantone 873C

### Clear Space



### Minimum Size (Height: 5.5mm)



### Incorrect Use of the Signature



**Don't** create a stacked signature



**Don't** alter the configuration between the elements



**Don't** add new elements to the signature



**Don't** apply orange colour on the whole signature



**Don't** use the Chinese icon alone



**Don't** use the signature on non-approved colour



**Don't** reproduce the signature on a background that does not offer sufficient contrast for the signature



**Don't** apply the signature on complex background

# 3

## The Simplified Signature

- Iconic Version
- Bilingual Logotype Version
- Clear Space
- Minimum Size
- Incorrect Use of the Signature

## The Simplified Signature

When design space is limited (or for special application), simplified version (either iconic or bilingual logotype) can be applied.

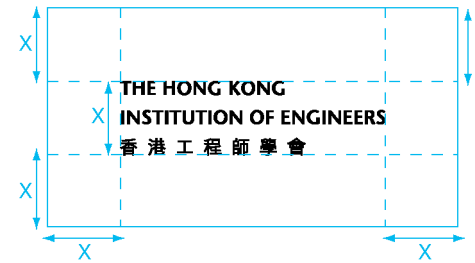
### Iconic Version



### Bilingual Logotype Version

**THE HONG KONG  
INSTITUTION OF ENGINEERS**  
香港工程師學會

### Clear Space



### Minimum Size

(Height: 3mm)



(Height: 5.5mm)



### Incorrect Use of the Signature



**Don't** alter the configuration  
between the elements

**Don't** use the signature on  
non-approved colour

This document is to be used as a  
guideline and need to be followed  
closely.

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Updated June 2011

Appendix 7

**CHECKLIST FOR PRESS CONFERENCE**

<b>Event Name:</b>		
<b>Venue:</b>		
<b>Date &amp; Time:</b>	<b>Overall In Charge:</b>	
<b>Description / Item</b>	<b>P-I-C</b>	<b>Status</b>
<b>Reception Area</b>		
Reception Desk (w/ Table Cloth & Skirting) & Chairs		
Stands, eg "Press Reception", "Please Take One", "Please Leave Two Name Cards"		
Press Badges/ Blank Badges		
Pins		
Stationery		
Press Kit/Information Kit (Media Release/Backgrounder/Speech/ Photo Release/ _____)		
Gifts/Souvenirs		
Signature Album		
Silver Tray for Collecting Name Cards		
<b>Panel</b>		
Panel Table (w/ Table Cloth & Skirting) & Chairs		
Name Plates for Panelists		
Backdrop		
Drinks Arrangements		
Stationery (eg Notes Pads, Pens, Pencils)		
Lectern/Platform for Speaker/MC		
Public Address System ( ___ Table Mic/ ___ Stand Mic/ ___ Wireless Mic/ _____)		
Wyte Board/ Flip Chart/ Felt Pens		
Audio-Visual Equipment (Overhead Projector/Slide Projector/ Screen/ TV Set/Video Recorder/ Cassette Recorder/Notebook Computer/ _____)		
Presentation Materials (Slides/ Video Tapes/ _____)		
<b>Hall</b>		
Exhibition Panels/ Display Items		
Floor Plan/ Sitting Plan		
Seating Arrangements (Theatre Style/Classroom Style/ Conference Style/ _____)		
Catering		
<b>Miscellaneous</b>		
Media Invitation		
Confirmed Media Attendance (RSVP) List		
VIP Attendance List		
Programme Rundown		
Questions & Answers		
Staff Badges		
Photographer		
Master of Ceremonies		



## Appendix 8

**CHECKLIST FOR INVITING MEDIA TO EVENTS AND ACTIVITIES**

<b>Event Name:</b>	
<b>Venue:</b>	
<b>Date &amp; Time:</b>	<b>Overall In Charge:</b>
<b>Before the Event</b>	
<b>Media invitation</b>	
Title, date, time, venue, theme and objective of the Event	
Important guests present	
Contact name and telephone for further information	
<b>Sending out the invitation</b>	
Send out invitations 3-5 days in advance of the event	
Follow up by telephone one or two days before the event	
<b>Event Day</b>	
<b>On-site set up and logistic</b>	
Please refer to the Check List for Press Conference	
<b>Media kit</b>	
Programme of the event	
Photos with captions, if any	
<b>Optional information to be included:</b>	
Media release – information to be included:	
Title of the event	
Date, time, venue, theme and objective of the event	
Important guests present	
Highlight of the event	
Other important information as appropriate	
Contact name and telephone for further information	
Speeches (if available)	
Relevant fact sheets of the event/function	
The HKIE and division leaflets	
<b>After the Event</b>	
Media release, photos and relevant information to be sent to media not available at the event	
News clipping	
<b>Notes</b>	
<i>All media invitations, releases and relevant information are preferably in English and Chinese version</i>	
<i>Contacts of translation services are available upon request from the Secretariat</i>	

Appendix 9



香港銅鑼灣記利佐治街1號金百利9字樓  
 9/F Island Beverley, No 1 Great George St, Causeway Bay, Hong Kong  
 電話Tel +852 2895 4446 傳真Fax +852 2577 7791  
 hkie-sec@hkie.org.hk www.hkie.org.hk

FOR SECRETARIAT USE ONLY	
<input type="checkbox"/> Published/ Broadcast	<input type="checkbox"/> Not Reported
Date: _____	
Clippings: YES/ NO	

To : Corporate Communications Section  
 Email : corpcom@hkie.org.hk

From : \_\_\_\_\_  
 Fax no : (852) 2203 4133

**MEDIA ENQUIRIES RECORD**

Referred from Secretariat       Directly approached by the media

<b>Name of Interviewee</b>		
<b>Capacity in the HKIE</b>		
<b>Division/ Discipline</b>		
<b>Name of Press/ Media</b>		
<b>Name of Interviewer</b>		
<b>Interviewer's Tel No</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Form of Interview</b>		
<b>Column/ Programme Title</b>		
<b>Issues/ Questions Asked</b>		
<b>Response</b>		
<b>Date of Interview</b>		
<b>Proposed Date for Publishing/ Broadcasting</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix 10

Approved by the Administration Committee 26.2.2002; amended at the Journal Editorial Sub-committee 19.8.2002; approved by the Administration Committee 3.9.2002; amended at the Journal Editorial Sub-committee 24.2.2003; approved by the Administration Committee 4.3.2003; amended at the Journal Editorial Committee 16.11.2004; approved by the Administration Board 5.1.2005

## GUIDELINES FOR SUBMISSION TO *HONG KONG ENGINEER* AND HONG KONG ENGINEER ONLINE

### General Notes

- ◆ **Editorial** is a section for articles relevant to engineering developments, news of projects or trend and engineering practice in Hong Kong.
- ◆ **Institution & Division Activities** is a section for reports of activities organised by the Secretariat, Divisions or Committees.
- ◆ **Pink Pages** is a section for announcements of future events organised by the Secretariat, Divisions or Committees.
- ◆ The Secretariat and the Editor reserve the right to edit, adopt, rewrite, or discard the contents and photos of the submissions for the Editorial, Institution & Division Activities and Pink Pages.
- ◆ The Journal will be published on the 1st of each month. The latest issue of the Journal will be posted on the Hong Kong Engineer Online on the 15th of each month while the latest detailed announcements on the Hong Kong Engineer Online will be updated every Monday.

### Authorised Person for Submission

- ◆ Each Division/Committee should assign **two Authorised Persons** to handle the submission for Institution & Division Activities and Pink Pages to the Journal. The Secretariat would only accept submission supplied by these two persons.

### Materials for Submission

#### ◆ Editorial

Column open for suggestions	Feature Story	Engineering News
Deadline	nil	the 10th of each month
Format	via email by the standard form	
Email	hkieditor@gmail.com	

### ◆ Institution & Division Activities and Pink Pages in Print Journal

<b>Deadline</b>	<ul style="list-style-type: none"> <li>• <b>5:00pm</b> on the <b>10th of the month</b> preceding publication</li> </ul> OR <ul style="list-style-type: none"> <li>• 5:00pm on the preceding Friday of the 10th of the month prior to publication (If the 10th is Saturday or Sunday)</li> </ul>
<b>Format</b>	<ul style="list-style-type: none"> <li>• via email with the submission file attached</li> </ul> OR <ul style="list-style-type: none"> <li>• on CD-R with name of Authorised Person, contact no. and the file name labeled</li> </ul>
<b>Address</b>	Manager - Corporate Communications, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong
<b>Email</b>	hkengineer@hkie.org.hk
<b>Confirmation of the receipt of submissions</b>	Acknowledge email will be sent to the Authorised Persons around the 15th of the month
<b>Late submission</b>	Late submission will not be accepted for the upcoming issue and will be published in the following issue

### ◆ Pink Pages in Hong Kong Engineer Online

<b>Deadline</b>	<b>5:00pm every Thursday</b>
<b>Format</b>	<ul style="list-style-type: none"> <li>• via email with the submission file attached</li> </ul> OR <ul style="list-style-type: none"> <li>• on CD-R with name of Authorised Person, contact no. and the file name labelled</li> </ul>
<b>Address</b>	Manager - Corporate Communications, 9/F Island Beverley, No 1 Great George Street, Causeway Bay, Hong Kong
<b>Email</b>	hkengineer@hkie.org.hk
<b>Late submission</b>	Late submission will not be uploaded on the upcoming Monday and will be put on web on the following Monday

## Standard Format

### Editorial

- ◆ Divisions are encouraged to contribute information to the Feature Story and Engineering News.

#### *Feature Story*

- ◆ Two forms will be used.
- ◆ Divisions should submit a form (**Annex 1**) for any suggestions on projects suitable to be featured as the cover story. A lead time of 6-12 months will be needed for processing this form and planning the editorial schedule by the Editor.
- ◆ Once the cover stories have been lined up by the Editor, Divisions will be invited to submit another form (**Annex 2**) for providing additional information about these cover

stories. A lead time of 3 months will be needed for processing this form, doing preparation and obtaining approval for the contribution.

- ◆ If there are more projects proposed as cover stories than there is room for accommodating them all, some of them will be used as feature stories in the same issues.

*Engineering News*

- ◆ Engineering News include topics on new engineering projects, new development and new products.
- ◆ Two forms will be used.
- ◆ Divisions should submit a form (**Annex 3**) for providing any information regarding new engineering projects and new development.
- ◆ Divisions should submit a form (**Annex 4**) for providing any information regarding new engineering products.

**Institution & Division Activities**

- ◆ Each submission must follow the standard format listed below:

<b>Submissions</b>	<ul style="list-style-type: none"> <li>• Only news and reports of the Division/Committee activities including book prize reports would be accepted</li> <li>• Division/Committee Members’ photos and technical articles will not be included</li> </ul>
<b>Text format</b>	<ul style="list-style-type: none"> <li>• Microsoft Word or Rich Text Format</li> <li>• One single file for one individual report only</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>• Title</li> <li>• Text</li> <li>• Author’s name (optional)</li> <li>• Photo caption</li> </ul>
<b>Word limit</b>	<b>400 in English or 800 in Chinese</b>
<b>Maximum number of photos</b>	Two
<b>Type of photo</b>	Digital photo
<b>Delivery of photos</b>	<ul style="list-style-type: none"> <li>• Submitted in <b>separate files</b> of jpg or tif format</li> <li>• Please note that digital photos incorporated in Word file cannot be used for production</li> </ul>
<b>Quality of photos</b>	<ul style="list-style-type: none"> <li>• Resolution of <b>at least 300 dpi</b></li> <li>• Photos of poor quality may be rejected</li> </ul>

- ◆ Each submission must be marked **IDA** and to which Division/Committee it belongs at the top of the page (e.g. IDA – YMC).
- ◆ For seminar and technical visit, the report should be more vividly written and be able to provide in-depth discussion on the topic.
- ◆ Technical visit with straightforward report may be consolidated and put into the page “Diary of Visits” which is mainly dedicated to capture the photo taken during the visit. Details will be notified individually in due course.

- ◆ A page to include Division/Committee Chairman's Message will be arranged in **August/September** issue of each year. Details will be notified individually in due course.

### Pink Pages

- ◆ Each submission must follow the standard format listed below:

<b>Submissions</b>	<ul style="list-style-type: none"> <li>• Announcement of activity must be organised/ co-organised/supported/sponsored by the HKIE/Division/Committee.</li> <li>• The announcement of joint activities to be published in the Pink Page should be confined to co-organisers of non-commercial organisations such as local and overseas learned societies, professional institutions, education Institutions etc.</li> <li>• Announcements containing elements of commercial interest will not be included in the Pink Pages.</li> </ul>	
<b>Text format</b>	<ul style="list-style-type: none"> <li>• Microsoft Word or Rich Text Format</li> <li>• One single file includes two versions of one individual activity announcement only</li> </ul>	
<b>Version</b>	<b>Outline</b> announcement	<b>Detailed</b> announcement
<b>Medium for publications</b>	Print Journal <i>Hong Kong Engineer</i>	i-version Journal <i>Hong Kong Engineer Online</i>
<b>Word limit</b>	<b>80 in English</b> or <b>160 in Chinese</b>	<b>250 in English</b> or <b>400 in Chinese</b> (include all item headings)
<b>Publication time</b>	May appear no more than <b>twice</b> in advance of the event, please specify in which month(s) should the announcements be published	May appear until the commencing day of the event
<b>Headings</b>	Not required	Required
<b>Content (Technical Meeting)</b>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Date, Time &amp; Venue</li> <li>• Speaker</li> <li>• Short description</li> <li>• One contact no./email/website for enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Date, Time &amp; Venue</li> <li>• Speaker</li> <li>• Programme Highlights</li> <li>• Registration &amp; enquiries</li> </ul>
<b>Content (Technical Visit)</b>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Date, Assembly Time &amp; Place</li> <li>• Short description</li> <li>• One contact no./email/website for enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Date, Assembly Time &amp; Place</li> <li>• Programme Highlights</li> <li>• Registration &amp; enquiries</li> </ul>
<b>Content (Call for Submissions)</b>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Topic</li> <li>• Short description</li> <li>• Submission Deadline</li> <li>• One contact no./email/website for enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Programme title</li> <li>• Organising parties (for joint activity)</li> <li>• Date</li> <li>• Programme Highlights</li> <li>• Submission Deadline</li> <li>• Registration &amp; enquiries</li> </ul>
<b>Details excluded</b>	Registration & enquiries	<ul style="list-style-type: none"> <li>• Mail address (unless a cheque is needed to be enclosed with registration)</li> <li>• Individual reply form</li> </ul>
<b>Formatting Style</b>	Not required	Not required

<b>Submissions on joint activity</b>	<ul style="list-style-type: none"> <li>• One standard version will be put under only one Division/Committee</li> <li>• Another version with only title, organising parties, date, time &amp; venue will be put under other Divisions/Committees involved with cross reference to the standard version</li> </ul>	Same version will be put under all Divisions/Committees involved
<b>Inclusion in the Diary</b>	Automatically included	NA

- ◆ Each submission must be marked **Pink** and to which Division/Committee it belongs at the top of the page (e.g. Pink – YMC).
- ◆ Please specify the **type of activity** (e.g. Technical Meeting, Technical Visit).
- ◆ Please clearly specify in which month(s) should the announcement be printed when submitted.
- ◆ To conserve space, a Standard Reply Form (**Annex 5**) will be printed each month in *Hong Kong Engineer*. The Form can be downloaded also from Hong Kong Engineer Online. Please ask readers to respond using this Form.
- ◆ Apart from jointly organised activities, Divisions/Committees are not allowed to put announcements under other Divisions'/Committees' column.
- ◆ The circular in regard to the Division Annual General Meeting which includes the agenda and a list of persons whom the Committee nominates as candidates for election as Chairman and as ordinary members of the Committee may be published in the *Hong Kong Engineer*. The word limit for such notice is 350 words in English which can be published in **any one issue of** the Journal **prior to the Division AGM**. Details will be notified individually in due course.

To: Ms Angela Tam, *Hong Kong Engineer* Editor  
 Email: hkieeditor@gmail.com

**Feature Stories**

Our Division/Committee would like to suggest the following projects as feature stories in the *Hong Kong Engineer*.

Suggestions for Cover Story (Engineering areas)	Most appropriate months and reasons (award, tender award, completion, etc.)	Name of Division/Committee for making a submission

The contact person(s) for making a submission or with further information is/are:

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_



To: Ms Angela Tam, *Hong Kong Engineer* Editor

Email: hkieeditor@gmail.com

**Feature Stories**

Our Division/Committee would like to suggest the following projects as feature stories in the *Hong Kong Engineer*.

Month/Year	Suggestions for feature stories (Engineering areas)	Name of Division/Committee for making a submission

The contact person(s) for making a submission or with further information is/are:

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

To: Ms Angela Tam, *Hong Kong Engineer* Editor

Email: hkieeditor@gmail.com

**Engineering News**

Please be informed that the \_\_\_\_\_ Division/Committee would like to submit the following engineering news for publication in *Hong Kong Engineer*. We understand that the item(s) may or may not be published, depending on factors such as the number of other news stories already lined up for publication in the same issue of the journal.

Engineering News Title	File name	Name of Division/ Committee for making a submission

The contact person(s) for making a submission or with further information is/are:

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

To: Ms Angela Tam, *Hong Kong Engineer* Editor

Email: hkieeditor@gmail.com

**New Products**

Please be informed that the \_\_\_\_\_ Division/Committee would like to submit the following engineering product for possible publication in *Hong Kong Engineer*.

Name of new product	Brief description of product	File name	Name of Division/Committee for making a submission

The contact person(s) for making a submission or with further information is/are:

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

**STANDARD REPLY FORM****To the organiser**

Name: \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Division/Committee: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Event: \_\_\_\_\_

**From the participant**

Last Name (Mr/Ms/Ir/Prof/Dr): \_\_\_\_\_ First Name: \_\_\_\_\_

Membership Class & No: \_\_\_\_\_ Division: \_\_\_\_\_  AMC  SSC  YMC

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment**

i) I request \_\_\_\_\_ place(s) and enclose a cheque no \_\_\_\_\_  
payable to \_\_\_\_\_ to cover the total cost of HK\$ \_\_\_\_\_

\*ii) Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_

ID/Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\* (Not applicable to local activities)

**Important Note:**

I sign below to confirm my consent to follow any and all safety instructions given by the organiser(s) and/or the owner of the premises/sites and to well equip myself with necessary safety gear for participation in the event. I understand that neither the Institution nor the parties concerned would accept any liability in connection with the above events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Members are reminded to bring along their membership cards to attend all the HKIE's activities.

## REQUEST FOR CONFERENCE SUPPORT SERVICE FROM THE HKIE CONFERENCE & FUNCTION SECTION

**To be submitted to the Conference & Function Section  
The Hong Kong Institution of Engineers**

Organiser: The HKIE/Division\*(Please specify) \_\_\_\_\_

Co-organiser(s), please list all

\_\_\_\_\_

1. Name and Theme of Conference

2. The general theme will probably cover the following subject areas:-

\_\_\_\_\_

3. The reasons for and objectives of the Conference are:-

\_\_\_\_\_

4. Reasons why delegates should attend:

\_\_\_\_\_

5. General Assumptions (please tick boxes):-

The Conference will be:  Local  Asia Region  International

Probable Year \_\_\_\_\_ Month \_\_\_\_\_ Number of Days \_\_\_\_\_

Organising work expected to start from \_\_\_\_\_

Venue :  The HKIE HQ  Hotel  University  HKCEC  Others \_\_\_\_\_

If it will be held outside Hong Kong, please specify details: \_\_\_\_\_

With probably a Dinner/Banquet  Reception

If a call for paper will be needed, what are the expected numbers from:

Overseas \_\_\_\_\_ Local \_\_\_\_\_

Sessions are expected to have (estimated numbers):

Plenary \_\_\_\_\_ Parallel \_\_\_\_\_

Speakers are expected to come from (estimated numbers):

HK \_\_\_\_\_ Overseas \_\_\_\_\_

Delegates are expected to come from (estimated numbers):

	Academic	Industry	Others	Total Estimated
HK	_____	_____	_____	_____
Overseas	_____	_____	_____	_____

Will the HKIE be totally responsible for funding?

- Yes (please specify details or provide a preliminary budget)
  - Providing Cash Flow
  - Sharing Profit/Loss
- No

Please indicate if there are other sources of funding

- Sponsorship
- Exhibition
- Others \_\_\_\_\_

What will be the treatment if there will be a surplus/deficit from the Conference?

\_\_\_\_\_

\_\_\_\_\_

What is the registration fee? HK\$ \_\_\_\_\_ Any discount to the HKIE members?  Yes  No

Did the HKIE previously organise a similar event?  Yes  No

e.g. date, venue, delegate number \_\_\_\_\_

Scope of Services expected from the Conference & Function Section

- Registration/Delegate Services
- Sponsorship
- Venue Liaison/On-site Management
- Social Programme (Dinner/Reception)
- Travel Services (Hotels/Tours)
- Call for papers and Processing
- Marketing Communications
- Food & Beverage Arrangement
- Publication (Programme/Proceedings)
- Exhibition Services

**Submitted by**

**Conference Organising Committee Chairman:**

**Endorsed by**

**LSB Chairman/Division Chairman:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please attach a list of the composition of the conference organising committees and any relevant information about the event, which will be useful for the evaluation.*

<i>For Office Use Only</i>	<i>Conference secretariat services will be provided</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Remarks/Recommendations (if any)</i>	

### CONFERENCE BUDGET

**Conference name:**

**Date:**

**Venue:**

CODE	DESCRIPTION	Budget	Up-to-date status
	<b>No. of Registrations</b>		
	Number of Paying Delegates		
	Early Bird Registration	-	-
	Normal Registration	-	-
	Student Registration	-	-
	<b>TOTAL NO. OF DELEGATES</b>	-	-
	<b>Income</b>	<b>HK\$</b>	<b>HK\$</b>
<b>10010</b>	<b>Registration Income</b>		
10011	- Early Bird Registration @\$x,xxx	-	-
10012	- Normal Registration @\$x,xxx	-	-
10013	- Student Registration @\$xxx	-	-
	<b>Income Sub-total</b>	-	-
<b>10020</b>	<b>Sponsorship</b>	-	-
<b>10030</b>	<b>Advertisement</b>	-	-
	<b>TOTAL INCOME</b>	-	-
	<b>Expenditure</b>		
<b>20010</b>	<b>Venue Hire &amp; Conference Equipment</b>		
20011	Theatre & meeting rooms	-	-
20012	Equipment rental, technicians & provision for others	-	-
		-	-
<b>20020</b>	<b>Onsite Decoration, Photography &amp; Other Logistics</b>		
20021	Banners & signages	-	-
20022	Photography	-	-
20023	Technical visits transportation	-	-
20024	Move-in/move-out expenses & other logistics expenses	-	-
		-	-

<b>20030</b>	<b>Print, Design &amp; Production</b>		
20031	Call for papers & Registration brochure (total xxx copies)	-	-
20032	Printing of programme (@HK\$xx X xxx copies)	-	-
20033	Printing of proceedings (@HK\$xxx X xxx copies)	-	-
20034	Delegate kit - Conference bag (@HK\$xxx X xxx pcs)	-	-
20035	Miscellaneous (lapel badges, name plates, ad films etc)	-	-
		-	-
<b>20040</b>	<b>Communications</b>		
	Bulk mailing & lettershopping (for Call for Papers & registration brochures)	-	-
20041	brochures)	-	-
20042	Advertising	-	-
20043	Website design & construction	--	--
20044	General postage	-	-
20045	General local/international despatch services	-	-
20046	Telecommunication	-	-
		-	-
<b>20050</b>	<b>Committees &amp; Speakers</b>		
20051	Committee and Meeting Expenses	-	-
20052	Speakers' expenses	-	-
20053	Speakers' souvenirs (@HK\$xxx X xx pcs)	-	-
		-	-
<b>20060</b>	<b>Food and Beverage</b>		
	Coffee/tea and refreshment (@HK\$xx X xxx persons X x days X x breaks per day)	-	-
20061	breaks per day)	-	-
20062	Luncheon (@HK\$xxx X xxx persons X x days)	-	-
	Banquet at hotel & provision for drinks		
20063	(@HK\$xxx X xxx persons)	-	-
		-	-
<b>20070</b>	<b>Personnel</b>		
20071	Onsite personnel (Temp staff if needed)	-	-
20072	Out-of-pocket transportation expenses	-	-
20073	Administrative fee or PCO fee - full secretariat services	-	-
		-	-
<b>20080</b>	<b>Contingency</b> (10% of total expenditure)	-	-
	<b>TOTAL EXPENDITURE</b>	-	-
	<b>PROFIT/DEFICIT</b>	-	-

Updated on XX/XX/XX



## PROCEDURES FOR DIVISIONS TO COLLECT FEES BY CREDIT CARDS

Item 9 of the Rules for Divisional Accounts under Section 4.1.2 indicated that inward payments to be made by credit cards are allowed. The procedures are as follows:

### Step 1

If Division would like to collect payments by means of credit cards<sup>Note (1)</sup>, they must prepare a credit card authorisation form<sup>Note (2)</sup> to be completed by the payee. After receiving the authorisation forms from the participants, Honorary Treasurer should complete a payment debit form<sup>Note (3)</sup> according to the information in the credit card authorisation forms.

### Step 2

After then, a soft copy of the completed payment debit form (in floppy disk) together with the original credit card authorisation forms signed by the payees should be sent to the Senior Manager – Finance & Administration for processing with bank.

### Step 3

When the payment is received from the bank, Finance Section will arrange the received **net amount\*** to be returned to the Division.

\* Net amount = Payment received less bank charges

If the payment collection is rejected by the bank or there is query from the bank, the cases will be referred to the Division to follow up.

### Notes:

#### (1) Credit Card

- Only Visa or Master Cards can be accepted.

#### (2) Credit Card Authorisation Form

- Fee collection by means of credit cards must be supported by authorisation forms which are completed and signed by the credit card holders. Divisions must request the credit card holders to complete the credit card authorisation forms before we can arrange with bank to debit their credit card accounts. The authorisation form must include the following information:
  - Credit card number
  - Cardholder's name
  - Card expiry date

- Payment amount
- Purpose of the payment (e.g. Seminar for XXX)
- Cardholder's signature
- Membership number (for reference)

### (3) Payment Debit Form

- A soft copy of which is available from the Finance Section.
- Honorary Treasurer must complete the payment debit form, by filling in the following information:
  - Credit card number
  - Expiry date in the form of yymm (e.g. the expiry date printed on the credit card is 12/13, "1312" should be filled in the expiry date column.)
  - Payment amount
  - Cardholder's name
  - Processing date

## BUSINESS INTERNET BANKING SERVICES FOR DIVISIONS AND COMMITTEES

Item 11 of the Rules for Division Accounts under Section 4.1.2 indicated that internet banking service is allowed for the Divisions and Committees to arrange internal transfer<sup>Note 1</sup> and inter-Division transfer transactions and to check bank balances. The general guidelines, steps to use and important notes are as follows:

### General Guidelines

1. If Divisions/Committees wish to use the internet banking services, the Hon Treasurers of Divisions/Committees have to submit request to the Secretariat by completing an application form as attached in **Appendix 14.1**.
2. Chairman and Hon Treasurer of a Division/Committee could check their bank balances via internet banking system.
3. Only “internal” and “inter-Division” transfer transactions are allowed via internet banking and that both Hon Treasurers and Chairmen of the Divisions/Committees are required to authorise each internal and inter-Division transfer transactions.
4. Normally, the Chairman and Hon Treasurer will only be authorised to use the internet banking services up to the end of July of each year and a new application for the new Session has to be submitted.
5. If there is a change in Chairman or Hon Treasurer, the Division/Committee is required to inform the Secretariat as soon as possible so that the Secretariat could change the Secondary Users accordingly.

### Steps to use Internet Banking Services

1. After receiving the request from Division/Committee for internet banking services, the Finance Section will arrange the Chairman and Hon Treasurer to be the Secondary Users.
2. The HSBC will send security devices and activation PINs for the Users to the HKIE, the Chairman and Hon Treasurer have to collect the devices and PINs from the HKIE.
3. The Users will receive 6-digit authentication codes via SMS from the HSBC.
4. Register the business internet banking on the HSBC website at [www.hsbc.com.hk](http://www.hsbc.com.hk). (Please note that the principal account number for the registration is 025-014580-001).
5. After registration, you can log on the business internet banking on the HSBC website.
6. For checking bank balances:
  - (a) Click “Accounts” to see the balances of the bank accounts of your Division/Committee.

- (b) Click the balance figure of each account to further check on the transactions.

7. For internal transfer between savings and current accounts:

- (a) Hon Treasurer should click “Transfer” icon.
- (b) Complete the details required and click “Make Transfer” icon for sending the transfer instruction to bank.
- (c) Request your Chairman to authorize your instruction.
- (d) Chairman should click “Authorisation” icon under “MyHSBC” and then “Authorisation” under “Cash Management” to authorize the pending transaction prepared by Hon Treasurer.

8. For inter-Division transfer:

- (a) Hon Treasurer should click “Payment” icon.
- (b) Complete the details required.
- (c) Choose from the “Beneficiary List” for the designated Division account.
- (d) Click “Make Payment” icon to send the inter-Division transfer instruction to bank.
- (e) Request your Chairman to authorize your instruction.
- (f) Chairman should click “Authorization” under “MyHSBC” and then “Authroisation” under “Cash Management” to authorize the pending transaction prepared by Hon Treasurer.

9. The daily limit for total internal transfer transactions is HK\$100,000.

10. The daily limit for total inter-Division transfer transactions is HK\$10,000.

### **Important Notes**

- 1. Keep your username and password CONFIDENTIAL.
- 2. Keep your security device SAFE.
- 3. DON'T pass the password and security device to other persons to make transfers or check balances on your behalf.
- 4. If you lose your security device, please inform Senior Manager – Finance & Administration immediately.
- 5. Prevent accessing internet banking services with “Wi-Fi” due to security reason.

Note 1: Internal transfer means transfers between savings and current accounts of an individual Division and Committee.

**THE HONG KONG INSTITUTION OF ENGINEERS**

**APPLICATION FOR DIVISION/COMMITTEE  
INTERNET BANKING SERVICES**

**FOR SESSION \_\_\_\_\_**

To: Senior Manager – Finance & Administration  
From: Hon Treasurer, \_\_\_\_\_ Division/Committee  
Date: \_\_\_\_\_

We would like to apply for the internet banking services for the bank account(s) of our Division/Committee. It was resolved by the Division/Committee that our Chairman and the undersigned are authorized to be the users of the internet banking for Session \_\_\_\_\_. Please create the following users of the internet banking with the following information:

**Details of Chairman**

Full Name:

HK ID Number:

Short/User Name:   
(six digits)

Mobile Phone No.:

**Details of Hon Treasurer**

Full Name:

HK ID Number:

Short/User Name:   
(six digits)

Mobile Phone No.:

Confirmed by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Block letters Hon Treasurer, \_\_\_\_\_ Division/Committee

## **DIVISION QUARTERLY REPORT**

- ◆ Summary Sheet (Page 1 of 4)
- ◆ Receipts Analysis (Page 2 of 4)
- ◆ Payment Analysis (Page 3 of 4)
- ◆ List of I & E Item Codes (Page 4 of 4)

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION QUARTERLY REPORT FROM \_\_\_\_\_ (Date) TO \_\_\_\_\_ (Date)**

\_\_\_\_\_ **DIVISION**

**SUMMARY SHEET**

1	Total Cash Balance at _____ (last report date)	_____	(2 + 3 + 4)
2	- Current Account	_____	
3	- Savings Account	_____	
4	- Petty Cash	_____	
5	Add: Receipts for the Period (Pg 2):		_____
6	- Current Account	_____	(6 + 7 + 8)
7	- Savings Account	_____	
8	- Petty Cash	_____	
9	Less: Payments for the Period (Pg 3):		_____
10	- Current Account	_____	(10 + 11 + 12)
11	- Savings Account	_____	
12	- Petty Cash	_____	
13	Total Cash Balance at _____ (this report date)	_____	(1 + 5 - 9)
14	- Current Account	_____	(2 + 6 - 10)
15	- Savings Account	_____	(3 + 7 - 11)
16	- Petty Cash in Hand	_____	(4 + 8 - 12)

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Honorary Treasurer**

\_\_\_\_\_  
**Date**

Note: For Divisions with Savings Account, please attach a copy of the relevant pages of the Passbook, if applicable.

## THE HONG KONG INSTITUTION OF ENGINEERS

DIVISION QUARTERLY REPORT FROM \_\_\_\_\_ (Date) TO \_\_\_\_\_ (Date)

### RECEIPTS ANALYSIS

\_\_\_\_\_ DIVISION

Date	Ref No	Description	I & E Item Code (Note 3)	Amount HK\$
<b>CURRENT ACCOUNT</b>				
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
<b>TOTAL:</b>				
<b>SAVINGS ACCOUNT</b>				
	1			
	2			
	3			
	4			
	5			
<b>TOTAL:</b>				
<b>PETTY CASH</b>				
	1			
	2			
	3			
<b>TOTAL:</b>				

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Honorary Treasurer**

\_\_\_\_\_  
**Date**

- Note: 1. Please use separate sheet if spaces provided is insufficient.  
 2. Attach documentation for each receipt if available.  
 3. Please put an item number (from List of I & E Item Codes) against each line.



## THE HONG KONG INSTITUTION OF ENGINEERS

DIVISION QUARTERLY REPORT FROM \_\_\_\_\_ (Date) TO \_\_\_\_\_ (Date)

### PAYMENT ANALYSIS

\_\_\_\_\_ DIVISION

Date	Ref No	Description	I & E Item Code (Note 3)	Cheque No	Amount HK\$
<b>CURRENT ACCOUNT</b>					
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
<b>TOTAL:</b>					
<b>SAVINGS ACCOUNT</b>					
	1				
	2				
	3				
	4				
	5				
<b>TOTAL:</b>					
<b>PETTY CASH</b>					
	1				
	2				
	3				
<b>TOTAL:</b>					

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Honorary Treasurer**

\_\_\_\_\_  
**Date**

- Note: 1. Please use separate sheet if spaces provided is insufficient.  
 2. Original invoices (or otherwise, memo) must be certified, and attached to this report.  
 3. Please put an item number (from List of I & E Item Codes) against each line.

**List of I & E Item Codes**

<b>Code</b>	<b>Description</b>
C1	Sundry Income
C2	Sponsorship
C3	Donations
C4	Interest
C5	Special Income
C6	Affiliate Subscription
C10	Other Income – (please specify)
E1	Printing & Stationery
E2	Postage
E3	Meeting/Catering Expenses
E3.1	Catering – H.O. Charges
E4	Sundries
E5	Souvenirs
E6	AGM (all expenses)
E7	Bank Charges
E8	Travelling
E9	Speakers Fees
E10	Venue Hire
E11	Sponsorship
E12	Head Office Functions
E20	Other Expenditure – (please specify)

(E31 to E39 are reserved for Division's use)

E31	Special Event 1 - (	)
E32	Special Event 2 - (	)
E33	Special Event 3 - (	)
E34	Special Event 4 - (	)
E35	Special Event 5 - (	)
E36	Special Event 6 - (	)
E37	Special Event 7 - (	)
E38	Special Event 8 - (	)
E39	Special Event 9 - (	)

**THE HONG KONG INSTITUTION OF ENGINEERS  
DIVISIONAL INCOME & EXPENDITURE ACCOUNT (I & E)  
FOR THE PERIOD FROM  
01/04/2012 TO 31/03/2013 (EXAMPLE)**

## XXX DIVISION

INCOME	1st Quarter Apr-Jun 2012	2nd Quarter Jul-Sep 2012	3rd Quarter Oct-Dec 2012	4th Quarter Jan-Mar 2013	Year-to-date Total
C1 Sunday Income	0.00	0.00	0.00	0.00	0.00
C2 Sponsorship	0.00	0.00	0.00	0.00	0.00
C3 Donations	0.00	0.00	0.00	0.00	0.00
C4 Interest	0.00	0.00	0.00	0.00	0.00
C5 Special Income	0.00	0.00	0.00	0.00	0.00
C6 Affiliate Subscription	0.00	0.00	0.00	0.00	0.00
C10 Other Income	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

## EXPENDITURE

E1 Printing & Stationery	0.00	0.00	0.00	0.00	0.00
E2 Postage	0.00	0.00	0.00	0.00	0.00
E3 Meeting / Catering Expenses	0.00	0.00	0.00	0.00	0.00
E3.1 Catering – H.O. Charges	0.00	0.00	0.00	0.00	0.00
E4 Sundries	0.00	0.00	0.00	0.00	0.00
E5 Souvenirs	0.00	0.00	0.00	0.00	0.00
E6 AGM (all expenses)	0.00	0.00	0.00	0.00	0.00
E7 Bank Charges	0.00	0.00	0.00	0.00	0.00
E8 Travelling	0.00	0.00	0.00	0.00	0.00
E9 Speakers Fees	0.00	0.00	0.00	0.00	0.00
E10 Venue Hire	0.00	0.00	0.00	0.00	0.00
E11 Sponsorship	0.00	0.00	0.00	0.00	0.00
E12 Head Office Functions	0.00	0.00	0.00	0.00	0.00
E20 Other Expenditure	0.00	0.00	0.00	0.00	0.00
	(A) 0.00	0.00	0.00	0.00	0.00
E31 )	0.00	0.00	0.00	0.00	0.00
E32 )	0.00	0.00	0.00	0.00	0.00
E33 ) Events to be identified by Divisions	0.00	0.00	0.00	0.00	0.00
E34 )	0.00	0.00	0.00	0.00	0.00
E35 )	0.00	0.00	0.00	0.00	0.00
E36 )	0.00	0.00	0.00	0.00	0.00
	(B) 0.00	0.00	0.00	0.00	0.00

## Total Expenditure

(A)+(B) 0.00      0.00      0.00      0.00      0.00

Surplus/(Deficit) Before  
Approved Allocations

0.00      0.00      0.00      0.00      0.00

Surplus b/f from 2011/2012

0.00

2012/2013 Approved Allocations

0.00

Accumulated Surplus/(Deficit) c/f

0.00

Treasurer : \_\_\_\_\_

Date : \_\_\_\_\_

Chairman : \_\_\_\_\_

Date : \_\_\_\_\_

Prepared by: Accounts, Headquarters

## Appendix 17

**STATEMENT OF ALLOCATION 2012/2013 – 2ND PAYMENT (SAMPLE)**

	XXX <u>Division</u>
2012/2013 Approved Allocation	35,000.00
Add : 50% Share of Affiliate Subscription (2011/2012)	540.00
Less : Remittance from the HQ on 31 May 2012	(17,500.00)
Revert 25% "Surplus Exceed Allocation –2011/2012" (Note 1)	(500.00)
Balance payable to Division in September 2012	<u>17,540.00</u>
Note 1: <u>25% Surplus Exceed Allocation – 2011/2012</u>	
2011/2012 End of Year Surplus	30,000.00
2011/2012 Allocation	28,000.00
Surplus Exceed Allocation	<u>2,000.00</u>
25% "Surplus Exceed Allocation" to be reverted to HQ	<u>500.00</u>

## GUIDELINES ON “RETURNABLE SURPLUS” FOR DIVISIONS

Item 22 of the Rules for Division Accounts under Section 4.1.2 requires that “25% of the amount by which the surplus exceeds 100% of the budget allocation (for the year) will be clawed back to the HKIE central funds”. This means that divisions which have a particularly good year are required to pay back part of these funds.

There are good reasons for the rule but the Administration Board has expressed sympathy with divisions required to “hand back” divisional funds. The purpose of the rule is to ensure, as far as possible, that Institution funds are used for the professional benefit of members. Requests for use by divisions of the “returnable element” of a surplus for a **recognised professional purpose** are therefore likely to be granted, at the discretion of the Administration Board.

For accounting purposes, the process will work as follows: -

- a. Any Division with a “returnable element” of its end of year surplus will be aware of the amount involved at the time the end of year accounts are drawn up (to 31 March). The sum involved will be deducted from allocations made to the Division in the following year.
- b. A Division which wishes to retain the “returnable element” for a particular purpose, such as promotion funds for a divisional event which will produce income later, should apply with appropriate details. Such a request will usually be granted with the transfer back to the Division in the form of an interest-free loan.
- c. A Division which wishes to reduce its surplus by making a donation or contribution, towards a particular need of the Institution as a whole is welcome to make such an offer. Such a donation might be for such elements as:
  - i. improvements to facilities at HQ,
  - ii. sponsorship for YMC Delegation Tour,
  - iii. the Benevolent Fund.

Ultimate discretion for implementation rests with the Administration Board.

## Appendix 19

## THE BASIS OF SUPPLEMENTARY PROVISIONS AND THE MODUS OPERANDI

Item 23 of the Rules for Division Accounts under Section 4.1.2 stated the conditions for Divisions to apply for supplementary provisions. The basis of the supplementary provisions and the modus operandi are as follows:

The maximum supplementary provisions allowed for an application will be 20% of the budget allocation to the Division for the year.

At the financial year end, if the accumulated surplus of the Division, which has been granted supplementary provisions, is more than 70% of the accumulated surplus brought forward from last year, the Division shall return to the HKIE the residual of the supplementary provisions up to the amount given. An illustration is set out below for easy reference.

Any application for supplementary provisions will be considered after the submission of the 2nd quarterly reports together with the supplementary provisions on application form\* to the Senior Manager – Finance & Administration not later than the end of October of each year. The result of the application will be provided within a month of the submission or by the end of November whichever is the earlier.

\* Application form is available from the Senior Manager – Finance & Administration upon request.

### ***Illustration for Application by Division for Supplementary Provisions***

#### Division A

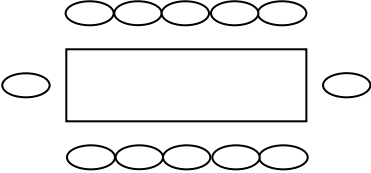
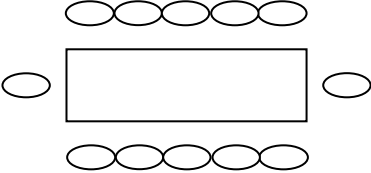
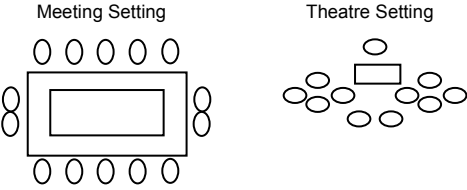
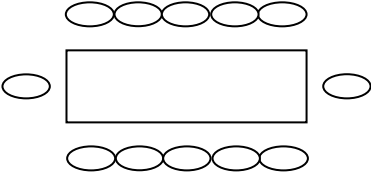
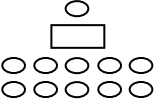
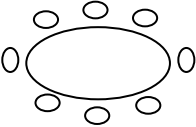
#### **At the end of 2nd Quarter of 2012/2013:**

	HK\$
Accumulated Surplus as at 1 April 2012	<b>A</b>
Budget allocation for 2012/13	<b>B</b>
Funds for Planned activities for 2012/13	<b>C</b>
If $C > (B + 30\% \times A)$ , Division A can apply for supplementary provisions.	
Supplementary provisions for 2012/13	<b>D</b>
	(D = C – (B + 30% x A))
	(Max. of D = 20% x B)

#### **After the end of 2012/2013:**

Accumulated Surplus as at 31 March 2013	<b>E</b>
If $E > 70\% \times A$ , residual of supplementary provisions has to be returned to the HKIE.	
Residual of supplementary provisions	<b>F</b>
	(F = E – 70% x A)
	(Max. of F = D)

### SUMMARY ON FUNCTIONS AND FACILITIES

BOARD ROOM 1	BOARD ROOM 2
<p>Area: 507 sq ft Seating Capacity: 20 Pax Seating Plan: Meeting Setting</p>  <p>Equipment: - Flip chart - LCD projector - Overhead projector</p> <p>Refreshment and Light Lunch available upon request</p>	<p>Area: 414 sq ft Seating Capacity: 20 Pax Seating Plan: Meeting Setting</p>  <p>Equipment: - Flip chart - LCD projector - Overhead projector</p> <p>Refreshment and Light Lunch available upon request</p>
BOARD ROOM 1 & 2	BOARD ROOM 3
<p>Area: 921 sq ft Seating Capacity: 60 Pax Seating Plan: Meeting Setting and Theatre Setting</p>  <p>Equipment: - White board - PA System with microphone - Flip chart - LCD projector - Overhead projector - Wireless microphone</p> <p>Refreshment and Light Lunch available upon request</p>	<p>Area: 412 sq ft Seating Capacity: 18 Pax Seating Plan: Meeting Setting</p>  <p>Equipment: - Flip chart - LCD projector - Overhead projector</p> <p>Refreshment and Light Lunch available upon request</p>
SEMINAR ROOM	ROOM 1004
<p>Area: 1040 sq ft Seating Capacity: 80 Pax Seating Plan: Seminar Setting</p>  <p>Equipment: - Lectern - Overhead projector - Laser pointer - LCD projector - Wireless microphone - P A System with microphone - White board - Flip chart</p> <p>Refreshment available upon request</p>	<p>Area: 135 sq ft Seating Capacity: 8 Pax Seating Plan: Meeting Setting</p>  <p>Equipment: Only table and chairs setting available</p> <p>Refreshment available upon request</p>

*Appendix 21***GUIDELINES FOR ROOM BOOKING ARRANGEMENTS**

1. All bookings will be on a first-come-first-served basis.
2. Advance bookings using meeting facilities other than the seminar room reservation could be made a year in advance. For seminar room, reservation could be made 6 months ahead.
3. All advance bookings by phone are considered provisional and will lapse unless written confirmation is received within 7 days of the phone booking.
4. Any changes or cancellations of Requests are required to notify the Administration Section by fax or by email at [admn@hkie.org.hk](mailto:admn@hkie.org.hk) as soon as possible but not later than 14 days prior to the actual event.
5. For any “no shows” on room bookings, a penalty of HK\$500 will be charged to respective Division/Committee in addition to refreshment charges.
6. Normally, no meeting will be held at the HKIE during typhoon signal no. 8.

*For weekdays:*

- i) If typhoon signal no. 8 or above/black rainstorm warning is hoisted before 9:00am, meetings scheduled to be held at the HKIE will be cancelled.
- ii) If typhoon signal no. 8 or above/black rainstorm warning is lowered before or at 2:30pm, meetings originally scheduled after 5:30pm (evening session) will be resumed as scheduled whereas the meetings scheduled before 5:30pm (morning session and afternoon session) will be cancelled.
- iii) If typhoon signal no. 8 or above/black rainstorm warning is lowered after 2:30pm, meetings scheduled in the afternoon / evening at the HKIE will be cancelled.

*For Saturdays:*

- iv) If typhoon signal no. 8 or above/black rainstorm warning is hoisted before 9:00am, all meetings scheduled to be held at the HKIE will be cancelled.



## The HKIE - Request for Room Booking

*Order placed by Division/Committee, unless otherwise specified, is subject to a refreshment charge upon confirmation of this request*

To facilitate efficient service, please ensure this request form should reach the HKIE office by fax at 2881 0762 within 7 days of the phone booking. Organiser should notify us by fax or by email ([admn@hkie.org.hk](mailto:admn@hkie.org.hk)) for any changes in the event arrangement or cancellations not later than 14 days prior to the actual event.

For any “no shows” on room bookings, a penalty of HK\$500 will be charged to respective Division/Committee in addition to refreshment charges.

All bookings will be possessed on a first-come-first-served basis. Organiser(s) hiring the HKIE's facilities is(are) liable to whatever damage participants made to HKIE premises. The Organiser(s) is(are) also liable for repairing charges should there be any damages found to the hired equipment upon returning to the HKIE.

For inquiries, please call 2895 4446.

**Order Date** \_\_\_\_\_

### Person to contact regarding details of event arrangement

<b>Name:</b> Ir / Dr / Mr / Mrs / Miss / Ms	
<b>Position:</b> Chairman / Hon Secretary / Hon Treasurer Others (please specify):	
<b>Discipline / Division / Group / Committee / Sub-Committee /</b> Others (please specify):	
<b>Refreshment charged to:</b>	Discipline / Division / Group / Committee / Sub- Committee / Others (please specify)
<b>Contact phone no.:</b>	<b>Fax no.:</b>

**Room booking purpose** (please specify)

---

Please tick appropriate box(es)

Name of Activity		<i>For Office Use Only</i>
Name of Speaker(s)		
Date of Event		(dd/mm/yy)
Time of Event (please specify)		
Room required	<input type="checkbox"/> Seminar Room <input type="checkbox"/> Board Room 1 <input type="checkbox"/> Board Room 2 <input type="checkbox"/> Board Room 1 & 2 <input type="checkbox"/> Board Room 3 <input type="checkbox"/> Room 1004	
Equipment required	<input type="checkbox"/> White Board <input type="checkbox"/> Flip Chart <input type="checkbox"/> Laser Pointer <input type="checkbox"/> Overhead Projector <input type="checkbox"/> LCD Projector <i>(in all rooms except Room 1004)</i> <input type="checkbox"/> PA System w/microphone <i>(only in Board Room 1 &amp; 2, and Seminar Room)</i> <input type="checkbox"/> Wireless Microphone <i>(only in Board Room 1 &amp; 2, and Seminar Room)</i>	
No. of Refreshments	<i>Type of refreshments</i> <input type="checkbox"/> Lunch with Coffee/Tea <input type="checkbox"/> Snacks with Coffee/Tea <input type="checkbox"/> Biscuits with Coffee/Tea <input type="checkbox"/> Coffee/Tea Only <i>Type of Lunch</i> <input type="checkbox"/> Club Sandwiches <input type="checkbox"/> Chinese Food	
Time of Refreshments		
No of people attending		
Seating Style	<input type="checkbox"/> Seminar <input type="checkbox"/> Meeting <input type="checkbox"/> Theatre	
Remarks		

## FORMAT OF DIVISION'S LETTERHEAD



THE HONG KONG  
INSTITUTION OF ENGINEERS  
香港工程師學會

香港銅鑼灣記利佐治街1號金百利9字樓  
9/F Island Beverley, No 1 Great George St, Causeway Bay, Hong Kong  
電話Tel +852 2895 4446 傳真Fax +852 2577 7791  
hkie-sec@hkie.org.hk www.hkie.org.hk

### XXX DIVISION

Ir Chan Tai-man  
Chairman  
c/o 18/F Engineers Centre  
1 Institution Road, Causeway Bay, HK  
Tel: 3333 8888 Fax: 6666 9999  
tmchan@engineer.com.hk

- ◆ Align right to the margin of the body text
- ◆ Initial caps

#### **Name of the Chairman**

- ◆ 8pt Century Gothic and bold
- ◆ 10pt line spacing  
(Command: select "Format", "Paragraph", "Line Spacing", "Exactly", adjust "At" to 10pt)  
(指令: 選擇 "格式", "段落", "段落距離", "行距", "固定行高", "行高" 調校至 10pt)

#### **The title "Chairman"**

- ◆ 7pt Arial
- ◆ Single line spacing  
(Command: select "Format", "Paragraph", "Line Spacing", "Single line")  
(指令: 選擇 "格式", "段落", "段落距離", "行距", "單行距離")

#### **Correspondence Address, Tel, Fax and Email**

- ◆ 7pt Arial
- ◆ 10pt line spacing for the first line  
(Command: select "Format", "Paragraph", "Line Spacing", "Exactly", adjust "At" to 10pt)  
(指令: 選擇 "格式", "段落", "段落距離", "行距", "固定行高", "行高" 調校至 10pt)
- ◆ Single line spacing for the other lines  
(Command: select "Format", "Paragraph", "Line Spacing", "Single line")  
(指令: 選擇 "格式", "段落", "段落距離", "行距", "單行距離")

- ◆ Top Margin: 1.7cm / 0.67"
- ◆ Right Margin: 1.5cm / 0.59"

- ◆ 13pt Arial and bold
- ◆ Align Right
- ◆ All caps

For enquiries of the format, please contact Manager – Corporate Communications of the Secretariat at Tel: 2895 4446.

SAMPLE

## GUIDELINES FOR THE HKIE NAME CARD PRINTING

1. Name card charges for Division will vary at different rates depending on the month of order placement. The request will only be accepted subject to submission of full details to the Administration Section. The charging scale is set out below:

	Name card charges for <b>100 copies</b> (HK\$/Pc)	Name card charges for <b>200 copies or above</b> (HK\$/Pc)
<b>Name card with photo:</b>		
July – September	3.0	2.5
Oct – June	5.0	2.5
<b>Name card without photo:</b>		
July – September	2.5	1.9
Oct - June	2.5	1.9

2. The Chairmen of Division Committees are entitled to have the first 200 name cards (with or without photo) free of charge. Any additional name cards requested thereafter will be charged to the respective Divisional Account.
3. For members of Division Committees, name cards will be provided upon requests and the costs will be charged to the respective Divisional Account.
4. All requests for name card printing can be faxed or emailed to the Administration Section at 2881 0762 or [admn@hkie.org.hk](mailto:admn@hkie.org.hk). Normal processing time of name card printing is 10 working days upon confirmation of all details by the individual member.
5. For any urgent name card printing requested by Chairmen and Members of Divisions/ Committees beyond the normal processing time of 10 working days, a surcharge of 2 times of the rate of name card will be charged to respective Division in addition to the basic rate.
6. The information to be included in the name card is standardised as below:
- ◆ only engineering-related designations would be included;
  - ◆ only the current (except for Past President) and up to a maximum of 6 HKIE capacities would be included;
  - ◆ titles of previous HKIE capacities and external bodies would not be included; and
  - ◆ the inclusion of office address is at the discretion of the member but the work title of the member would not be included.

## THE HONG KONG INSTITUTION OF ENGINEERS

## Request Form for the HKIE Name Card Printing

Please tick one only:	Ir <input type="checkbox"/>	Ir Dr <input type="checkbox"/>	Ir Prof <input type="checkbox"/>
Name in English: <i>(Surname first)</i>			
Name in Chinese:			
Academic Qualifications: <i>(in abbreviation)</i>			
Professional Qualifications: <i>(in abbreviation)</i>			
Position in HKIE Board/ Committee/Division: <i>(current year and limited to 6 capacities only – please list capacities in priority)</i>			
Work Address: <i>(in English)</i>			
Work Address: <i>(in Chinese)</i>			
Telephone number:			
Mobile number:			
Fax number:			
E-mail address:			
Photo: <i>(please indicate your preference)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
No of copies:			