

本中心檔案編號：0087/22

深水埗民政事務處
區議會秘書處
九龍長沙灣道 303 號
長沙灣政府合署 4 樓
高級行政主任 (區議會)
何錦萍女士

JCCAC Management Office
Unit L4-03
30 Pak Tin Street
Shek Kip Mei, Kowloon
Hong Kong
香港 九龍 石硤尾
白田街 30 號 L4-03室
賽馬會創意藝術中心 辦事處

何女士：

邀請提名一位區議員加入項目發展委員會

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你好！

賽馬會創意藝術中心 (JCCAC) 立足深水埗區，以自負盈虧和非牟利方式營運，致力推廣及支持文化藝術發展。作為重要合作夥伴，JCCAC 一向有邀請深水埗區議會提名一位議員代表，加入管理委員會擔任成員。李庭豐議員在管理委員會的任期已於 2022 年 5 月 31 日完結，JCCAC 衷心感謝他作出的支持和貢獻。因改組關係，管理委員會於 2022 年 6 月 1 日已停止運作。

JCCAC 董事局在新的領導下，近期成立了屬諮詢性質的項目發展委員會，職能主要就 JCCAC 的節目推廣和藝術發展提供建議，預計每季開會議一次。現誠邀深水埗區議會提名一位議員代表，加入項目發展委員會。委任資格一般兩年，並限於有關區議員有效任期內。

有關詳情，包括項目發展委員會的職權範圍、成員名單、利益申報指引等，請見附件。

如對上述事宜有進任何查詢，歡迎隨時聯絡本人 (電話：2319 2327；電郵：lillianh@hkbu.edu.hk) 或營運經理曾潔華小姐 (電話：2319 2175；電郵：tsangkw@hkbu.edu.hk)。

賽馬會創意藝術中心
行政總裁 侯焯琪謹啟

2022 年 6 月 21 日

副本抄送：香港創意藝術中心有限公司董事局主席 龐建貽先生, JP
賽馬會創意藝術中心項目發展委員會主席 劉文邦先生
香港創意藝術中心有限公司董事局成員及香港浸會大學行政副校長暨秘書長 鄒靄雲女士

**HONG KONG CREATIVE ARTS CENTRE LIMITED
PROGRAMME DEVELOPMENT COMMITTEE**

Terms of Reference

The Programme Development Committee (PDC), established under the Governing Board (GB) of Hong Kong Creative Arts Centre Limited (HKCAC), shall consider and advise the GB and the management of Jockey Club Creative Arts Centre (JCCAC) on the following matters:

- (a) development of programme plans and marketing strategies to further JCCAC's objectives;
- (b) development of collaboration and sponsorship opportunities for programmes;
- (c) artistic decisions - for example the selection of artists, artworks and curators for programmes and activities;
- (d) initiatives for fostering synergy and friendly relationships with tenants, the arts community and the public; and
- (e) other matters related to artistic development, programme planning, marketing strategy and the promotion of JCCAC as requested by the GB.

Membership Composition (From 1 June 2022)

<i>Membership category</i>	<i>Incumbent</i>	<i>PDC position</i>
(a) One representative from Hong Kong Baptist University	<i>To be confirmed</i>	Member
(b) One representative from Sham Shui Po District Council	<i>To be confirmed</i>	Member
(c) Lay members appointed by the GB Chairman of HKCAC	Mr. Peter Lau Man-pong (Managing Director, Asia One Communications Group)	Chairman*
	Mr. Danny Lee Chin-fai (Artist)	Member
	Prof. Leung Mee-ping (Artist)	Member
	Ms. Helen Ng (Arts administrator)	Member
	Ms. Caroline Yee Ka-lin (Arts educator)	Member
(d) JCCAC Executive Director, ex-officio	Ms. Lillian Hau Cheuk-ki	Member and Secretary

* Subject to agreement by the Home Affairs Bureau, the PDC Chairman shall be an ex-officio member of the GB.

25 May 2022

HONG KONG CREATIVE ARTS CENTRE LIMITED

Guidelines on Declaration of Interests by Governing Board/Committee Members

Guiding principles

1. When the Chairman or a member of the Governing Board (GB)/committee has an actual or potential conflict of interest in any matter under consideration by the Company, he/she should, as soon as practicable, make a declaration to the Chairman (or GB/committee for the Chairman) by completing the prescribed form. The guiding principles are that members' advice should be disinterested and impartial on all Company's matters, and it is the responsibility of each member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Chairman (or GB/committee for the Chairman) in case of doubt.
2. It is impossible to define or describe all situations that would call for such a declaration, because each individual case differs, and because of the difficulty in catering for unusual and unforeseen circumstances. It is not intended that a member (or the Chairman) should make a declaration of interest simply because the GB/committee is considering a matter in which he/she has knowledge or experience.

Potential conflict of interest

3. The following are some examples that may give rise to potential conflict of interest:-
 - (a) Pecuniary interest in a matter under consideration by the GB/committee, held either by the member or by any close relative of his/her. The member himself/herself is the best judge of who, in the particular circumstances, is a "close relative";
 - (b) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by the GB/committee;
 - (c) Some friendships which might be so close as to warrant declaration in order to avoid the situations where an objective observer may believe that a member's advice has been influenced by the closeness of the association;
 - (d) A member who, as a barrister, solicitor, accountant or other professional advisor, has personally or as a member of a company, advised or represented or has frequent dealings with any person or body connected with a matter being considered by the GB/committee; and

- (e) Any interest likely to lead an objective observer to believe that the member's advice may have been motivated by personal interest rather than a duty to give impartial advice.

Declaration of interests at meetings

4. If a member (including the Chairman) has any direct personal or pecuniary interest in any matter under consideration by the GB/committee, he/she must, as soon as practicable, disclose to the Chairman (or the GB/committee for the Chairman) prior to discussion of the item.

5. The Chairman (or the GB/committee for the Chairman) shall decide whether the member (or the Chairman) disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.

6. If the Chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by a member appointed by a majority of votes.

7. When a known direct pecuniary interest exists, the Secretary to the GB/committee may withhold circulation of relevant paper(s) to the Chairman/member concerned. Where the Chairman/a member is in receipt of a paper for discussion which he/she knows presents a direct conflict of interest, he/she should immediately inform the Secretary and return the paper intact without making any duplicate copies.

8. All cases on declaration of interests shall be recorded in the minutes of the meeting concerned.

14 December 2012

HONG KONG CREATIVE ARTS CENTRE LIMITED
Declaration of Conflict of Interest by Governing Board/Committee Members

Part A – Declaration *(To be completed by the Declaring Member)*

To: Chairman of the Governing Board/ _____ Committee

I would like to report the following existing/potential* conflict of interest in relation to the following discussion item(s):-

Item(s) under discussion
Description of the connection with the item(s) under discussion

**Please delete as appropriate.*

Signature: _____

Name/Position: _____

Date: _____

Part B – Acknowledgement *(To be completed by the Chairman)*

To: _____ *(the Declaring Member)*

Acknowledgement of Declaration

The information contained in your declaration form dated _____ is noted.
It has been decided that:-

- You may continue to speak and vote on the item(s) as described in Part A, provided that there is no change in the information declared above.
- You may continue to speak but should not vote on the item(s) as described in Part A, provided that there is no change in the information declared above.
- You may remain in the meeting as an observer on the item(s) as described in Part A, provided that there is no change in the information declared above.
- You should withdraw from the meeting and immediately return to the Secretary any document(s) on the item(s) sent to your earlier.
- Others *(please specify)*: _____

Signature: _____

Name of Chairman: _____

Date: _____

HONG KONG CREATIVE ARTS CENTRE LIMITED

Guidelines on Managing Possible Conflict of Interest Arising from Bidding for Contracts of Hong Kong Creative Arts Centre Limited (the Company) by Governing Board/Committee Members

1. When the need for a business contract is discussed, the Governing Board (GB)/committee members should be asked at the outset to declare whether they or any companies associated with them are interested in bidding for the contract.
2. The GB/committee members who have declared an interest to bid should not take part or be present at any subsequent discussions or meetings concerning the proposed contract, and should be prohibited from access to any information in relation to the contract (other than in the capacity of a bidder).
3. The GB/committee members who have not declared an interest to bid (and the companies concerned) should not be allowed to bid subsequently.
4. When a GB/committee member (or a company associated with him/her) has expressed an interest to bid, the Company should ascertain whether any information relating to the contract has already come to the possession of the GB/committee member in the course of his/her duties as a member. If so, such information should be made available to other bidders as well to ensure a level playing field.
5. If a GB/committee member (or company associated with him/her) has put in a bid, care should be taken to ensure that he/she subsequently has no access to the submitted tender documents which may contain commercially sensitive information.
6. Bidders' identities should be anonymised before the evaluation of bids if a GB/committee member (or a company associated with him/her) is one of the bidders.
7. If a GB/committee (or a company associated with him/her) is successful in bidding for the contract, he/she should withdraw from all discussions relating to the contract, except when attending in the capacity of a supplier or a service provider.
8. The facts that any GB/committee member being successful in bidding a contract of the Company shall be reported to the GB/committee before formal offer of the awards.