

**For discussion on
29 July 2016**

LanDAC PRP SC Paper No. 01/2016

**LANTAU DEVELOPMENT ADVISORY COMMITTEE
PUBLIC RELATIONS AND PROMOTION SUBCOMMITTEE**

**Terms of Reference, House Rules and
System of Declaration of Interests**

PURPOSE

This paper sets out the terms of reference and house rules including the system of declaration of interests of the Public Relations and Promotion Subcommittee under the Lantau Development Advisory Committee (LanDAC).

BACKGROUND

2. It was agreed at the 8th meeting of the LanDAC held on 23 April 2016 that subcommittees should be set up to assist in exploring, planning and implementing suitable development and conservation proposals as well as publicity and promotion work. Upon discussion and consolidation of Members' views, the LanDAC set up the following three Subcommittees:

- (I) Sustainable Development Subcommittee – to assist in work relating to aspects of planning, development, conservation, recreation and tourism, for promoting the balance amongst economic development, social development and environmental conservation in order to achieve the goal of sustainable development of Lantau;
- (II) Traffic, Transport and District Improvement Items Subcommittee – to assist in the exploration and planning of appropriate traffic and transport arrangements, and local and village improvement items; and
- (III) Public Relations and Promotion Subcommittee – to assist in analysing the opinions gathered during the Public Engagement (PE) exercise and in preparing the PE Report, and to organise promotion activities.

3. The Chairperson and Deputy Chairperson of each Subcommittee will be taken up by non-official members of the LanDAC. Members will include non-official members interested in participating in the work of the

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Subcommittee and representatives from relevant policy bureaux/government departments whereas a government department will act as secretary. Moreover, depending on the expected work and requirements of the Subcommittees, consideration will also be given to nominating co-opted members to the Subcommittees, thereby strengthening the respective work of the Subcommittees. Co-opted members primarily take up an advisory role in the Subcommittees and do not have voting rights.

TERMS OF REFERENCE AND HOUSE RULES

4. The Public Relations and Promotion Subcommittee was established in June 2016. Its proposed terms of reference and membership list are given at Annexes 1 and 2 respectively. The Civil Engineering and Development Department will provide secretariat service for the Subcommittee.

5. We suggest that the Subcommittee should adopt the house rules of the LanDAC, including the measures on enhancement of transparency, system of declaration of interests, rules on confidentiality and other matters, which should be kept consistent with those of the LanDAC except the number of meetings. The house rules of the LanDAC have been uploaded onto the website of the Development Bureau (http://www.devb.gov.hk/en/boards_and_committees/landac/house_rules/index.html) for reference by Members and the public.

SYSTEM OF DECLARATION OF INTERESTS

6. Whilst the LanDAC and its Subcommittees are merely advisory in nature with no statutory, executive or fund allocation powers, the Subcommittees should, as far as possible, avoid circumstances of actual and potential conflict of interests. In order to maintain public confidence in the integrity of Members (including the Chairpersons), it is of paramount importance that all Members should disclose their interests when appointed to the Subcommittees, in addition to the report of any conflict of interests as and when the circumstances will require. It is proposed that the Subcommittee will adopt a two-tier declaration system, the same as that of the LanDAC as follows:

(a) Tier one – Registration of Interests

Each Member of the LanDAC has already completed and returned the “Registration of Interests” form under the system of declaration of interests of the LanDAC. Co-opted members of the Subcommittees should also complete the “Registration of Interests” forms of the LanDAC. The interests concerned shall be confined to those at Lantau or its adjacent islands/areas.

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The completed Registration of Interests forms will be uploaded onto the website of the Development Bureau for public inspection.

If there are any changes to a Member's registrable interests during his/her term of service, he/she should report in writing such changes to the Subcommittee's Secretariat within 14 days of such changes.

(b) Tier two – Declaration of Interests at Meetings

If a Member (including the Chairperson) has any direct personal or pecuniary interests in any matter under consideration by the Subcommittee, he/she must disclose to the Chairperson (or the Subcommittee) as soon as practicable after becoming aware of such and prior to discussion of the matter by the Subcommittee. The Chairperson will decide whether the Member who has disclosed such interests, should speak about the matter or participate in voting, remain at the meeting as an observer, or withdraw from that meeting. All cases of declaration of interests, together with the names of the Member concerned, will be recorded in the confirmed notes of that meeting and uploaded onto the website of the Development Bureau for public viewing.

REGISTRATION OF INTERESTS AND DECLARATION OF INTERESTS AT MEETINGS

7. The general principles of declaration of interests and circumstances of potential conflict of interests are given in Sections 3(1) to 3(3) and Sections 3(4) to 3(8) respectively of the house rules of the LanDAC. Further, the guidelines governing the registration of interests and declaration of interests at meetings are set out in Sections 3(9) to 3(10) and Sections 3(11) to 3(16) respectively of the house rules of the LanDAC.

ADVICE SOUGHT

8. Members are invited to give their views on the proposed terms of reference, house rules and system of declaration of interests.

**The Secretariat of the
Public Relations and Promotion Subcommittee
Lantau Development Advisory Committee
July 2016**

**Lantau Development Advisory Committee
Public Relations and Promotion Subcommittee**

Terms of Reference

- To support the Lantau Development Advisory Committee in formulating consultation strategy and, if required, participating in consultations to promote engagement of the public and local communities, enhance public understanding and build consensus on the strategy and various proposals for developing Lantau.
- To support the Lantau Development Advisory Committee and the other Subcommittees in the formulation of various public relations and promotion proposals for facilitating the implementation of proposals in developing Lantau into a smart and low-carbon community for living, work, business, leisure and study.

**大嶼山發展諮詢委員會
公眾關係及推廣小組**

職權範圍

- 支持大嶼山發展諮詢委員會制訂諮詢策略，如有需要的話，參與諮詢及推動宣傳公眾及社區的活動，增強公眾就發展大嶼山之策略和不同的計劃的認識及共識。
- 支持大嶼山發展諮詢委員會及其他小組制訂不同公眾關係及推廣計劃，使其推動發展大嶼山成為一個宜居、宜業、宜商、宜樂及宜學的智慧型、低碳社區。

**Lantau Development Advisory Committee
Public Relations and Promotion Subcommittee**

**大嶼山發展諮詢委員會
公眾關係及推廣小組**

Membership List 成員名單

The membership of the Public Relations and Promotion Subcommittee is as follows:

公眾關係及推廣小組成員名單如下：

Chairperson 主席：

Mr Allen Ha Wing-on 哈永安先生

Deputy Chairperson 副主席：

Dr Kenneth Chu Ting-kin 朱鼎健博士

Non-official members 非官方委員：

Hon Chan Han-pan 陳恒鏞議員, JP

Ms Chau Chuen-heung 周轉香女士, BBS, MH, JP

Mr Chow Yuk-tong 周玉堂先生, BBS, MH

Professor Ho Kin-chung 何建宗教授, BBS, JP

Mr Andrew Lam Siu-lo 林筱魯先生, JP

Ex-officio members 官方委員：

Representative of the Development Bureau (Works Branch)

發展局（工務科）代表

Representative of the Civil Engineering and Development Department

土木工程拓展署代表

Representative of the Home Affairs Department

民政事務總署代表

Representative of the Information Services Department

政府新聞處代表

Representatives of other relevant bureaux/departments on a need basis
按需要邀請其他相關局/部門的代表

Co-opted members 增選委員*：

Mr Ivan Chan Chi-kin 陳智健先生

Mr Vincent Cheng Wing-shun 鄭泳舜先生, MH

Mr Benson Luk Hon-man 陸瀚民先生

Mr Roy Ting Chi-wai 丁志威先生

Mr Yip Kam-hung 葉錦洪先生

* Co-opted members take up advisory role in the Subcommittee and do not have voting right.

增選委員在小組內擔當諮詢角色，並沒有投票權。

Secretariat 秘書處：

Civil Engineering and Development Department 土木工程拓展署