

Vetting Committee of the Development Fund for the Travel Industry
旅遊行業發展基金
評審委員會

Terms of reference

職責

- To provide advice and suggestions for the Working Group on the Development Fund for the Travel Industry (the Development Fund) under the Travel Industry Council of Hong Kong (TIC) in relation to the criteria and procedures for application, the vetting criteria, the terms and conditions of the subsidy, etc;
就「旅遊行業發展基金」（「發展基金」）的申請資格、申請程序、評審準則及資助條款等，向香港旅遊業議會（議會）轄下的「發展基金」工作小組提供意見和建議；
- To approve applications on the basis of such criteria as laid down by the Working Group on the Development Fund, and to decide the amount of the subsidy for each promotion activity, the terms and conditions to be attached, and the details of the activity;
按「發展基金」工作小組擬定的評審準則審批申請，並就每個宣傳推廣活動，決定獲批資助款項的數額和所需施加的條款和細則；
- To review the application mechanism of the Development Fund at the request of the Working Group on the Development Fund; and
應「發展基金」工作小組的要求，檢討「發展基金」的申請機制；及
- To implement any other functions in relation to the Development Fund as requested by the Working Group on the Development Fund.
由「發展基金」工作小組委託，執行與「發展基金」有關的任何其他職能。

Composition

組成

- The Committee comprises six members, namely three AA representatives and three TIC representatives (one of whom shall be a non-trade person). No representatives shall be allowed to attend Committee meetings on behalf of the members appointed.
委員會由六名成員組成，即三名機管局代表，以及三名議會代表(其中一人須為業外人士)。獲委任成員不得委派代表出席委員會會議。
- The Chairman of the Committee shall be AA representatives.
委員會的主席須為機管局代表。

Term of office

任期

- Each member of the Committee is appointed by the TIC for a term of office usually not exceeding three years, but may be appointed again.
每名委員會成員每次的任期一般不超過三年，但可以再度被議會委任。
- If any member of the Committee:
 - (i) tenders his/her resignation to the TIC in writing; or
 - (ii) becomes incapable of discharging his/her duty as a member of the Committee because of accidents, disease or any other reasons deemed by the TIC to be appropriate,
then his/her office will be vacated, and the vacancy shall be filled as soon as possible by another fit and proper person to be appointed by the TIC.如委員會成員：
 - (i) 以書面向議會請辭；或
 - (ii) 因意外、疾病或其他議會認為適當的原因而不能再擔任委員；
則該委員的席位將出缺。議會須盡快委任另一合適人選填補該席位。

Presiding member of, quorum for and frequency of meetings

會議的主持成員、法定人數及次數

- The Chairman of the Committee is to preside at Committee meetings.
委員會會議由委員會主席主持。
- The quorum for Committee meetings is four members present, who shall include at least two representatives from the AA and two from the TIC.
委員會會議的法定人數為四人，出席的委員之中必須包括至少兩名機管局代表和兩名議會代表。
- The Committee will meet, approximately, once a month to vet applications under the Development Fund depending on the application situation.
因應「發展基金」申請的情況，委員會約每個月召開一次會議評審申請。

Decisions passed at meetings by votes

會議上投票表決

- Decisions of the Committee shall be passed by a simple majority of votes at Committee meetings for which a quorum is formed. Each member present at Committee meetings, including the presiding member of such meetings, shall have one vote. In the case of an equality of votes in favour of and against any motion, the presiding member may have a casting vote.
委員會的決定須在有法定人數出席的委員會會議上，以簡單多數票方式通過。每名出席委員會會議的成員，包括主持會議的成員，在會議上均有一票。如支持及反對某動議的票數相等，則主持會議的成員亦有權投決定票。

Confidentiality

保密原則

- Committee members shall not disclose or permit others to disclose information concerning deliberations of Committee meetings without prior approval of the Committee. Committee members shall not in any case disclose or disseminate information that is confidential, or false, or misleading, or cannot be substantiated, and shall not disclose the names of those persons who have spoken at any meeting.
委員會成員除非得到委員會事先批准，否則不得洩露委員會會議的討論內容，也不得容許他人洩露。委員會成員在任何情況下，均不得洩露或散播機密、虛假、誤導或未能證實的資料，也不得洩露任何會議上發言人士的姓名。
- Committee members are prohibited from using confidential information obtained during the course of their duties for any personal or business use/benefit.
委員會成員不得利用他們在行使職務時所獲得的機密資料作個人或商業用途。

Declaration of interests

成員利益申報

- To avoid conflict of interests, Committee members shall declare as soon as practicable their interests (including general pecuniary interests) upon appointment and annually thereafter, and declare immediately any interests that may arise from changes to their situation or concern any specific applications. At appropriate time and subject to the situation, the Chairman may request the members concerned to refrain from participating in the discussion and vetting of the relevant applications.
為避免利益衝突，委員會成員須在獲委任後在可行情況下盡快申報在其獲委任時所涉及和往後每年的利益衝突(包括一般金錢利益)，並須於情況有變或涉及具體申請時即時申報利益。在適當的時候，委員會主席可因應情況要求相關成員避免參與相關申請的商議及評審。
- All the interests declared by Committee members shall be recorded in the minutes of the meeting.
所有委員會成員的利益申報事宜，須記錄在委員會會議記錄中。

Member list

成員名單

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| Chairman: | 1. Mr Paul Cheng | Representative of the AA |
| 主席： | 鄭緒邦先生 | 機管局代表 |
| | | General Manager, Market and Connectivity Development,
Airport Authority Hong Kong
香港機場管理局市場及交通網絡拓展總經理 |
| Members: | 2. Mr Ken Chang | Representative of the TIC |
| 委員： | 張健明先生 | 議會代表 |

- Consultant & Senior Operation Manager, Hong Mei Travel Services Co Ltd
康美旅行社有限公司顧問及高級業務經理
3. Dr Brandon Lau Representative of the TIC
劉展強博士 議會代表
Executive Director, Cherie Travel Services Ltd.
欣悅旅遊有限公司執行董事
4. Dr Barry Mak Non-trade representative of the TIC
麥磊明博士 議會業外代表
Associate Professor, School of Hotel & Tourism
Management, The Hong Kong Polytechnic University
香港理工大學酒店及旅遊業管理學院副教授
5. Miss Debbie Poon Representative of the AA
潘德恩女士 機管局代表
Manager, Airport & Industry Collaboration, Airport
Authority Hong Kong
香港機場管理局機場業界協作經理
6. Mr Michael Yuen Representative of the AA
阮英傑先生 機管局代表
General Manager, Airport & Industry Collaboration, Airport
Authority Hong Kong
香港機場管理局機場業界協作總經理