

Handbook

of

The Institution of

Engineering and Technology Hong Kong

January 2016

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1. Introduction

This handbook lays down the terms of reference, guidelines and the ground rules in conducting business and organizing functions of The Institution of Engineering and Technology Hong Kong. All the Branch Committee, Section Committee and Younger Members Section Committee members are required to follow these rules and guidelines.

It is intended to be kept under continual review.

2. General

2.2 Name

The name of the Society is The Institution of Engineering and Technology Hong Kong (工程及科技學會香港分會).

2.2 Younger Members Section and Section Committees

One Younger Members Section Committee (YMSC) and six Section Committees (SCs) are established under The Institution of Engineering and Technology Hong Kong (IET Hong Kong):

- Electronics and Communications Section (ECS) Committee
- Informatics and Control Technologies Section (ICT) Committee
- Management Section (MS) Committee
- Manufacturing and Industrial Engineering Section (MIES) Committee
- Power and Energy Section (PES) Committee
- Railway and Transport Section (RTS) Committee
- Younger Members Section (YMS) Committee

All members of IET Hong Kong who are 35 or below on 1 January are members of the YMS.

2.3 Session

The session of office starts on 1 October each year and ends on 30 September in the following year.

2.4 Nature

The Institution of Engineering and Technology and IET Hong Kong are registered as a Charity in UK and Hong Kong respectively. The events organised by IET Hong Kong are thus governed by the rules as detailed in the guideline “A Tax Guide for Charitable Institutions and Trusts of a Public Character” of the Inland Revenue Department, HKSAR Government. The guideline can be accessible from the website:
http://www.ird.gov.hk/eng/tax/ach_tgc.htm

The following salient points, amount others, of the guideline are extracted for the reference of all BC, SC and YMSC committee members:

- a. The activities of the Branch cannot be solely for promoting the benefits of the founders or members.
- b. The activities of the Branch shall be directed to the public or a sufficient section of it.
- c. The application of funds shall only be towards the attainment of the stated objectives of the Branch (i.e. the objects as stated in Section 3 of IET Hong Kong constitution)
- d. Sufficient records of income and expenditure, proper accounting books and compilation of annual financial statements must be kept.

2.5 Roles and Responsibilities

The BC shall determine the roles and responsibilities of individual committee members. The typical posts, roles and responsibilities of the Ordinary Members in a Session are highlighted in Appendix 1. The typical roles and responsibilities of the Community Relationship Manager are highlighted in Appendix 2.

2.6 Reference Documentations

Please also refer to the Constitution and Election Procedure of IET Hong Kong for other rules and regulations governing the Branch operation.

3. Finance Committee

The Finance Committee (FC) shall be responsible for all the day-to-day budgetary matters of IET Hong Kong and make recommendations to the BC for endorsement. The FC shall prepare the business plan, recommend budget allocation and prepare the annual financial report. The term of service of the FC members shall be one session year. FC meetings shall be held at least once every two months.

3.1 Set up

- 3.1.1 The term of service of FC members shall be one session year.
- 3.1.2 A minimum of 50% of ex-officio members must be present in every FC meeting.
- 3.1.3 FC meetings shall normally be held at an interval of not longer than two months whilst any ad-hoc meeting can be convened by any ex-officio member.

3.2 Membership

- 3.2.1 Ex-officio member
 - [a] Chairman - Honorary Treasurer of the BC
 - [b] Members - the Honorary Treasurer of the SC and YMS Committee
(Remarks: There will be 8 ex-officio members in the FC.)
- 3.2.2 In attendance member
 - [a] Chairman of IET Hong Kong
 - [b] Honorary Treasurers of major events
 - [c] Other ad-hoc members

3.3 Terms of reference

- 3.3.1 Co-ordinate and compile the business plans of the Branch including YMSC and major events in accordance with the direction from the BC.
- 3.3.2 Review and report to the BC the variance in the expenditure of the Branch in accordance with the approved business plans.
- 3.3.3 Assess and approve business plans with turnover not exceeding \$5,000. (see notes below)
- 3.3.4 Assess and recommend to the BC for approval of business plans with turnover exceeding \$5,000. (see notes below)
- 3.3.5 Co-ordinate activities of the Branch amongst various SCs and YMSC in order to achieve cost effectiveness.

Notes:

- [a] *Items 3.3.3 and 3.3.4 are not applicable to those planned activities whose detailed business plan (i.e. not just a high level figure) have been included in the approved Business Plan of the Branch or any activities that have been approved previously.*

[b] A decision of the FC is considered as valid only with the majority vote by the ex-officio members present. Should there be an equal counting of vote, the Chairman of the FC shall have the casting vote.

3.4 Preparation of Annual Budget/Operating Plan

The Annual Budget/Operating Plan (OP) is required to be submitted to the Membership and Regions Board Finance Committee (MRBFC) for comment/approval in end-May each year. The guidelines and template in Appendix 3 should be followed for preparation of the OP.

The FC is responsible for preparation of the OP, consolidating the submissions by the SCs and YMSC, and putting forward to the BC for endorsement before submission to the MRBFC for approval. The FC Chairman is requested to produce budget bids for the SC/YMSC reference. The budget bids can be based on past expenditure, whilst making adjustments for anticipated changes in costs in areas such as printing, accommodation and level and type of activities.

In end-February, the FC Chairman shall request the Hon. Treasurer of each SC/YMSC to prepare the budget of the next Session for respective SC/YMSC by end-March for consolidation. After collecting the respective SC/YMSC budgets by end-March, the FC Chairman then consolidate them with that of the Branch in generating a consolidated OP . The consolidated OP shall be discussed in the FC and submitted for BC's endorsement in April's BC meeting.

3.5 Preparation of Business Plan for Events organised by IET Hong Kong

3.5.1 A business plan must be prepared for any event requiring financial commitment and the financial performance is dependent on the number of participants. Unless under special conditions, the business plan must be presented to the BC for approval at least forty-five (45) calendar days prior to the event. The BC may delegate the authority to the FC to approve or disapprove the business plan.

3.5.2 A business plan will not be required for events that only involved refreshment; provided that the total expenditure is within the allocated technical events budget of the respective SC/YMSC.

3.6 The final account and all the expenses claims shall be settled within three months after the completion of the event.

4. Editorial Committee

4.1 Set up

- 4.1.1 The term of service of the Editorial Committee (EC) members shall be one session year.
- 4.1.2 EC meetings shall be held as and when required.
- 4.1.3 A minimum of one third of ex-officio members must be present in every EC meeting.

4.2 Membership

- 4.2.1 Ex-officio member
 - [a] Chairman, Vice Chairman – The two Newsletter Editors of the BC
 - [b] Members - Technical Programme Coordinator(s) of the BC
 - [c] Members - One representative from each of the SCs and the YMSC
(Remarks: There will be 11 ex-officio members in the EC.)
- 4.2.2 In attendance member
 - [a] Chairman of IET Hong Kong
 - [b] Other ad-hoc members

Each SC, major event organising committee and YMSC shall nominate a newsletter co-ordinator to serve as a single point of contact with the EC regarding release of official news related to the respective Sections and major event organising committees.

4.3 Terms of Reference

- 4.3.1 The EC is responsible for the production of IET Hong Kong's newsletter and other publications. It has the full discretion in editing, accepting and rejecting material submitted for publication.
- 4.3.2 The EC shall have the responsibility in approving or disapproving notices for seminar or events not organised directly by IET Hong Kong or the SC/ YMSC for publishing in the newsletter. In principle, events organized and supported by IET Hong Kong shall be based on the following principles :
 - a. The information and knowledge is useful to The IET members.
 - b. The event is within the scope of The IET.
 - c. The event's quality is up to The IET's image.
 - d. The event is open for any interested The IET member's participation.
- 4.3.3 Due to the tight schedule, the Chairman and Vice Chairman of the EC are delegated with the full responsibilities and authorities in the production of IET Hong Kong's newsletter and the full discretion in editing, accepting and rejecting material submitted for the newsletter. However, if there are major concerns on some of the articles, any EC committee member may request holding of the EC meeting.

4.3.4 Advertisements in IET Hong Kong’s newsletter are encouraged. The following nominal charge shall apply with the purpose of recovering part of the running cost:

- a. HK\$8500.00 per A4 size single page black and white advertisement (include printing expenses).
- b. HK\$8500.00 per colour or black and white advertisement in the form of A4 size insertion to the newsletter (exclude printing expenses).
- c. HK\$3000.00 per A4 page of advertisement in the web version of the Newsletter.

The EC has the discretion of offering discounts to the advertiser for bulk volume advertisement.

4.3.5 The yearly budget for the newsletter shall be submitted to the Honorary Treasurer of the BC, who in turn shall make recommendations to the BC for approval.

4.3.6 The EC shall only accept submissions from the Chairman or the designated newsletter co-ordinators nominated by each SC, major event organising committee and YMSC. Any submission not being sent to the Newsletter Editor through the proper channel shall be rejected and forwarded to the Chairman of the relevant Section for clarification.

4.3.7 The article submission from the SC/YMSC shall follow the format and procedure as detailed in the Appendix 4 “General Guideline for IET Hong Kong Newsletter Submission”. The EC has the discretion to reject the publication of the material should the article is only submitted after the deadline, or the format severely deviates from the standard format.

4.3.8 The EC is also responsible to organise and coordinate the issuing of the bi-weekly event email broadcast to the members.

5. Major Event Organising Committee

Organising committees shall be formed from time to time with the responsibility of organizing major events such as IET Faraday Lecture, Presidential Address, APSCOM, SEATI, etc. A major events organising committee can only be formed after the endorsement by the BC. The term of service of individual Organising Committee shall be defined when the Organising Committee is endorsed by the BC.

5.1 Membership

The composition of the Organising Committee shall be:

- [a] Two IET members appointed by the BC; and
- [b] Any other members of The IET who can contribute in organizing the event.

If the Technical Programmes Coordinator(s) do not sit in the Organising Committee, minutes of Organising Committee meeting should be circulated to them for their reference. Any deviation from the above arrangement needs to be endorsed by the BC.

5.2 Terms of Reference

- 5.2.1 Evaluate proposed event to determine if they meet The IET's objectives as described in Clause 4.3.2.
- 5.2.2 Evaluate viability of business plan.
- 5.2.3 Co-ordinate event activities and resolve conflicts.
- 5.2.4 Make recommendations to the BC on approval of proposed event.
- 5.2.5 Monitor progress of event activities and report to the BC.
- 5.2.6 Report on degree of success of the event.
- 5.2.7 For other requirements, please refer to Section 6.

6. Events Organized by IET Hong Kong

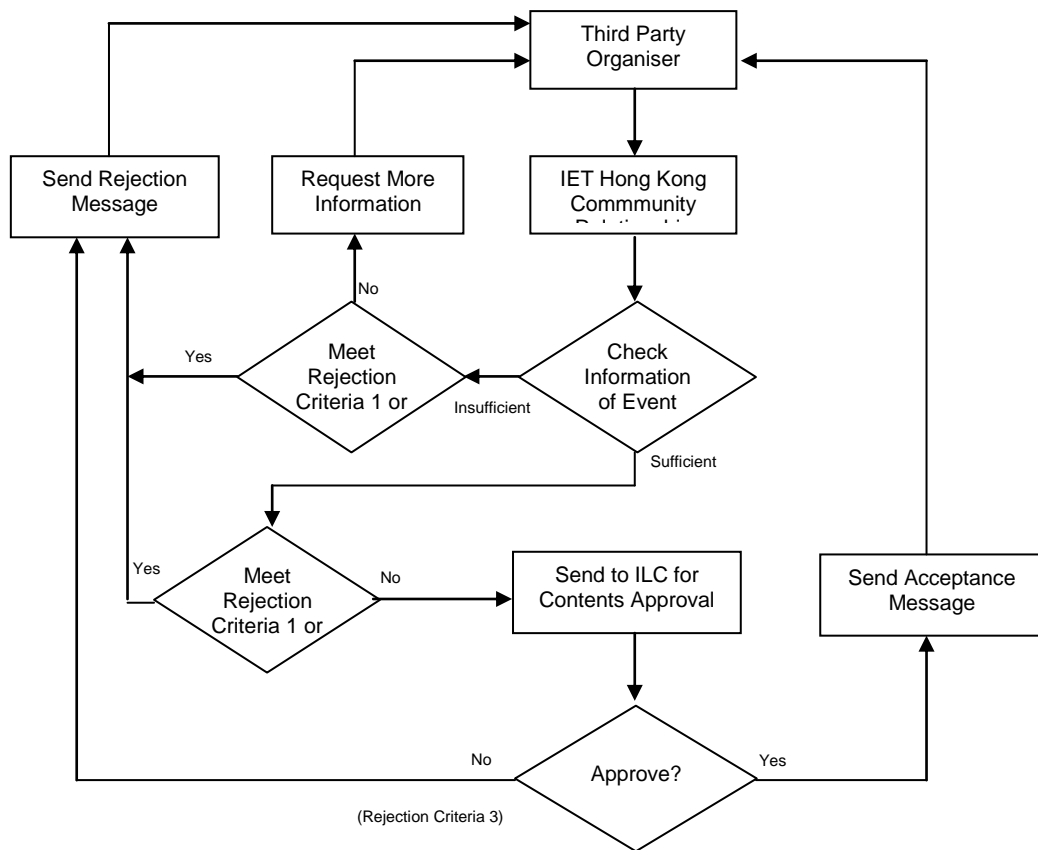
- 6.1 The Technical Programme Co-ordinators appointed by the BC shall have the responsibility of overseeing and providing advice on events organized by the Branch and the Sections. Any event organized by IET Hong Kong shall meet The IET's objectives as described in Clause 4.3.2.
- 6.2 Events shall be announced through IET Hong Kong's newsletter, email and website. All notices on events organized by IET Hong Kong shall be sent to the Newsletter Editor(s) through the respective Newsletter Co-ordinators.
- 6.3 The Branch Matrix activity forms shall be completed and sent back to the Community Relationship Manager for filing and for reporting to the HQ and in the AGM report. The Technical Programme Co-ordinator(s) are responsible for preparing the annual report on events organized by the Branch and the SCs. Sample of Branch Matrix Activities Attendant Records are attached under Appendix 5 for reference.
- 6.4 No speaker fee shall normally be entertained, unless it is expressly stated in the business plan and approved by the BC. All speakers are invited to present on honorary basis.
- 6.5 A souvenir obtainable from the Community Relationship Manager shall be presented to the speaker. For conferences and special events, specially designed souvenir (at a value of not more than HK\$200.00 per souvenir) can be offered to guests and speakers.
- 6.6 All technical visits shall normally be on a self-financed basis. The cost of hiring a coach for transporting event participants between the assembly point and the remote site (i.e. area where there is no public transportation) of technical visit within Hong Kong, or from the border just outside Hong Kong can be financed from the budget of the respective SC / YMSC. If the site is not remote, a coach can still be arranged but a fee should be charged to the members joining the visit at a pre-announced rate based on a self-finance basis. The profit and loss on hiring the coach due to the difference in the target no. of participants from the plan shall be charged back to the respective SC / YMSC budget.
- 6.7 For those events subsidised by the Branch surplus fund, the maximum subsidy per member shall not be greater than HK\$500 unless approved by the BC.
- 6.8 All financial commitments are solely for IET Hong Kong's organised events.
- 6.9 IET Hong Kong shall not enter into any joint financial commitments with any third party unless consent is obtained from the BC and the Headquarters

7. Events Supported by IET Hong Kong

- 7.1 The IET, as a professional body promoting learned society activities shall, within the Charter of The IET, organise, sponsor and support technical events that are beneficial and useful to The IET members. In supporting a third party's technical event, it is essential to ensure its contents will reach the quality of The IET's professional standard. Any event supported by IET Hong Kong shall meet The IET's objectives as described in Clause 4.3.2.
- 7.2 The Industry Liaison Coordinator appointed by the BC shall have the responsibility of overseeing and providing advice on events organized by the third party and supported by IET Hong Kong.
- 7.3 For events supported by IET Hong Kong, there shall be no financial commitment from IET Hong Kong, unless pre-approved by the BC and IET Headquarters.
- 7.4 IET Hong Kong can help by announcing such event on the newsletter and website with a brief highlight of the event. As an alternative, a full advertisement of the event can be included in the newsletter, email or website in accordance with Clause 4.3.4.
- 7.5 For event organised by a third party where a fee is charged, The IET members should be entitled to the lowest possible concession rate. Such rate shall either be the rate of that third party's members or special rate specially offered to The IET members. In the promotional materials, such concession must be explicitly specified.
- 7.6 The use of The IET logo for any event organized by the third party must have the consent from the Industry Liaison Coordinator of IET Hong Kong.
- 7.7 As soon as any member of the BC, the YMSC or any SC is contacted by a third party, he / she shall contact the Community Relationship Manager who shall take over and act as the focal point of contact for subsequent working with that third party in supporting the event. The Branch Officer shall, however, inform the Industry Liaison Coordinator and the person who has referred the case to the Branch Officer of the development. The Branch Officer shall follow the procedure as described in Section 8 below.

8 Approval Procedure of Events Organised by Third Parties

- 8.1 This Section covers the procedure to be undertaken by the Industry Liaison Coordinator upon receipt of a request to IET Hong Kong by a third party for supporting an event organized by that third party.
- 8.2 The Industry Liaison Coordinator shall be the focal point of contacts. His / her duties are:
- a. Collect required information from the third party organiser.
 - b. Recommend acceptance or rejection of supporting the event to the BC for endorsement.
 - c. Communicate with the third party organizer on acceptance or otherwise in supporting the event.
 - d. In case of acceptance, follow up with the third party organizer on the event.
 - e. Keep record of all third party events either accepted or declined by IET Hong Kong.
- 8.3 Normally, an event consists of the following four stages:
- a. Planning stage - refers to the preparation of contents, venue, date/time and arrangement of speakers.
 - b. Publicity stage - refers to the promotion and information dissemination.
 - c. Event stage – refers to the actual staging of the third party event.
 - d. Reporting stage - refers to the information to be collected after the third party event is held.
- 8.4 Upon receipt of a request for IET Hong Kong to support an event organized by a third party, the following Technical Event Approval Procedure shall be followed:



Technical Event Approval Procedure Flow Diagram

8.5 The Industry Liaison Coordinator shall coordinate with the third party organizer on the following information for assessment:

- Date / time / venue of the event
- Title / Topics
- Details of the speaker(s)
- Contents of the event
- Expected number of participants including the anticipated number of IET members joining the event
- If a fee is charged, the discounted fee for IET members
- How will The IET Logo and IET Hong Kong wording be used in the publicity material?
- Names of other sponsoring bodies.
- Third party person contact details (phone / fax / e-mail numbers).
- IET Hong Kong's financial commitment

If the above information is incomplete, a message shall be sent to the third party requesting them to supply. (Refer to Appendix 6)

- 8.6 There are three criteria of rejecting support to a third party event from IET Hong Kong:
- a. Rejection Criteria 1: Not falling in the required time slot to publicising to IET Hong Kong members.
 - b. Rejection Criteria 2: Fee charging, IET Hong Kong members do not have a concession rate for any charged events.
 - c. Rejection Criteria 3: the Industry Liaison Coordinator does not approve the contents of the event.

The reason of rejection to support the event shall be communicated back to the third party organiser. (Refer to Appendix 6)

- 8.7 When it has been determined that IET Hong Kong will support a third party event, the Community Relationship Manager shall communicate with the third party organiser and shall follow up with them on the following Event Acceptance items: (Refer to Appendix 6)

- a. Inform the Newsletter Editor to publicise the event to members.
- b. Check proper use of The IET Logo, name, and contents in line with the original approved intent of the event
- c. Review and keep a record of third party promotional materials
- d. In the case when the third party organizer requesting putting an advertisement in IET Hong Kong Newsletter, prepare appropriate invoice for packaging and posting, and proof-read the material before instructing the publisher to include it in the next mailing of IET Hong Kong Newsletter
- e. Collect IET members' participation data after the event was held

- 8.8 The Industry Liaison Coordinator shall keep the following information on the third party event for future reference:

- a. Name of the third party,
- b. Title of the events,
- c. Date and venue,
- d. Fee charged,
- e. Rejection / Acceptance status, and
- f. Number of IET members participated (in the case when the support of the third party event is accepted by IET Hong Kong).

9. Travel and Subsistence

- 9.1 When committee members (hereinafter referred to as “Members”, and shall include elected members of the BC and SC, and those organizing committee members, and their nominated helpers, of major events endorsed by the BC) incur expenses due to organizing The IET activities, they may apply for reimbursement, if necessary. There are no notional expense allowances. Expenses actually incurred that are not reimbursed by another body, will usually be met, subject to the following guidelines:
- 9.1.1 Only the actual expense necessarily incurred on IET Hong Kong business, including the use of private and public transport incurred by Members to and after committee meetings, can be claimed (e.g. expenses cannot be paid for voluntary attendance at dinners or evening meetings which incur consequential overnight accommodation or evening subsistence).
- 9.1.2 Members must seek authorization from the BC prior to making overseas trips for conducting IET Hong Kong business outside Hong Kong. Claims for the use of public transport should be at economy class rates and supported by a receipt, credit card voucher or a ticket. The use of economy class air travel is also reclaimable where appropriate, cost effective and receipted. Taxis may be used where necessary, cost effective and receipted. Members may claim necessary hotel accommodation only with specific prior agreement.
- 9.1.3 Reasonable expenses for meals necessarily incurred for conducting IET Hong Kong business at a rate of not exceeding HK\$150.00 per member per meal is allowed and will be refunded, provided that original receipted bills are attached.
- 9.1.4 In the case when it is required to entertain any guests of IET Hong Kong or any invited speakers of events organized by IET Hong Kong after a technical meeting, the rate as mentioned in 9.1.3 above may be relaxed to HK\$350.00 per person per meal, with a maximum ceiling of HK\$2,800.00 per claim.
- 9.1.5 For Seminars with invited speaker, up to HK\$350/person is allowed subjected to the maximum ceiling of HK\$3500 per claim.
- 9.1.6 For large conference and events, up to HK\$450/person is allowed but the expenditure must be included in the BP and the BP is pre-approved prior to the event.
- 9.1.7 Non-receipted claim on meals will be reimbursed at a rate of HK\$60.00 per Member per meal. A minute to report the meeting should also be attached with the claim form. Credit card vouchers cannot be accepted as an alternative to receipted bills.
- 9.1.8 Members serving as a “IET Hong Kong” representative on an outside body should claim expenses from the hosting body. If however there are difficulties with this, application should be made to IET Hong Kong.

- 9.1.9 Should there be Technical Visit held in Pearl River Delta a maximum amount of HK\$200.00 per person would be allowed with shuttle starting at Huanggang or Shenzhen.
- 9.1.10 Should there be an ad hoc event not being included in the annual Business Plan. The event can be financed from the Surplus Fund of previous self-financed events. However, the business plan needs to be submitted to the FC for endorsement. Under normal conditions, the maximum amount that can be financed by the Surplus Fund is HK\$250.00 per person.
- 9.2 Members must seek authorization from the BC for any departure from the above guidelines. Other expenses will only be reimbursed if they have been agreed in advance with the Honorary Treasurer of the BC and are fully receipted.
- 9.3 The meals and traveling expenditures for the activities organized by the BC, YMSC and SC shall be financed from the budget of the BC, YMSC and SC respectively. The BC, YMSC and SC shall have the responsibilities to approve/disapprove their own meals and traveling expenditures in accordance with the above guidelines, and manage their expenses to ensure the total expenditures are within their allowable budgets.
- 9.4 Members should endeavour to keep all expenses to a reasonable minimum. Expense claims should be received no later than 3 months after the date of the expenditure being incurred.
- 9.5 Other requirements on claiming reimbursable items are as follows:
- 9.5.1 For the purpose of auditing IET Hong Kong's annual account, all claims must be accompanied with **original receipts**.
- 9.5.2 All claims shall be submitted to the Community Relationship Manager for processing.
- 9.5.3 Claims associated with technical events organized by IET Hong Kong must be accompanied with an event attendance list.

10. Meeting Guidelines

- 10.1 The draft minutes of the BC, SC or YMSC committee meetings should preferably be issued within 2 weeks after the meetings. It shall be circulated to all committee members for comment.
- 10.2 Non-committee members should only join the committee meeting of the BC, SC or YMSC with a specific purpose. Furthermore, they need to seek the approval of the Chairman before joining the meeting.
- 10.3 BC, SC or YMSC meetings shall be held every month with a minimum of 1/3 of the committee members be present in every meeting.

11. Capital Equipment

- 11.1 Equipment of value greater than HK\$1,500 is classified as Capital Equipment. Obtaining the agreement from the Headquarters is required before purchasing the Capital Equipment. Member(s) of the BC, SC and YMSC who need to purchase the Capital Equipment can complete the “LOCAL NETWORK CAPITAL EQUIPMENT REQUEST” form and return the form to the Regional Co-ordinator for processing. A copy of the form shall be sent to the Honorary Treasurer of the BC for record purpose.
- 11.2 All the purchased capital equipment must be registered by the Branch. The Branch Officer shall keep a record of all the capital equipment of the Branch and the name of the members who are taking the custody of the capital equipment.

12 Insurance Policies for IET Hong Kong Activities

- 12.1 IET Hong Kong has procured Public Liability (PL) Insurance and Group Personal Accident (GPA) Insurance to cover all events and activities arranged by IET Hong Kong. A brief description of typical details of the above mentioned insurance are given below in Table 1 and 2 for general information. For the exact coverage and details of the prevailing insurance policy, please visit the website or contact the Community Relationship Manager of IET Hong Kong.
- 12.2 Non-members are excluded from the insurance coverage of GPA and shall be arranged with the insurance company on a case by case basis. The organizer of an event shall ensure that appropriate insurance of participants is in proper order.
- 12.3 The definition of "Insured Activities" of inbound & outbound organised by IET Hong Kong under GPA Insurance Policy is as follows:

Inbound - Risk shall attach upon participating member commence its journey directly from its place of permanent residence or place of work to designated place of organised activities.

Outbound - Risk shall attach upon participation member set for departure from HK (up to max. 4 hours of local transit) and detach upon arrival at their respective permanent place of residence or work (up to max. 4 hours of local transit). Thus, there is no limitation of the time duration before and after the event except outbound activities is subject to maximum 4 hours of local transit under GPA insurance policy.

For PL, the insurance coverage is not limited to the time duration of the event/activities organised by IET Hong Kong.

- 12.4 Overseas activities organised by IET Hong Kong will be covered under GPA and PL insurance policies. The time duration is subject to the definition of "Insured Activities" as stipulated in Clause 12.3.
- 12.5 The insurance coverage of PL and GPA is not limited to the event/activities arranged by IET Hong Kong under bad weather condition (e.g. black rainstorm, typhoon, etc.). However, it is not recommended to hold and continue the activities under the adverse weather condition. In accordance with the policy conditions 3 - Precautions, the Insured shall take all reasonable precautions to prevent accidents and to comply with all statutory obligations and regulations imposed by any authority.
- 12.7 The organizer of an event shall contact the insurance company at the telephone number listed in the website or contact the Community Relationship Manager of IET Hong Kong within 24 hours of the occurrence of a claim situation.
- 12.8 Insurance claim forms are downloadable from the website of IET Hong Kong for use, and must reach the insurer within five calendar days of the occurrence of a claim situation. A typical claim form is attached to Appendix 7 for reference. The organizer of an event should read the claim form to have a better understand of the extent of information required in filing a claim. In the event of an accident, the organizer of an event shall endeavor to provide assistance to those event participants affected.

Table 1 Public Liability Insurance (For Reference Only)

Insured:	The Institution of Engineering and Technology Hong Kong (IET Hong Kong)
Limit of Indemnity:	HK\$50 million any one accident / Unlimited any one period of insurance
Nature of Event:	All activities organized / co-organized and / or arranged by IET Hong Kong including but not limited to all technical site activities (technical meetings, seminars, symposiums, conferences and site visit) organized or arranged by IET Hong Kong, inbound and outbound. It is specifically excluded insured members' representation for IET Hong Kong in attending functions not organized or arranged by IET Hong Kong
Conditions:	For the exact coverage and details of the prevailing insurance policy, please contact the Branch Officer of IET Hong Kong.
Third Party Property Damage Excess:	HK\$3,000.00 each and every loss

Table 2 Group Personal Accident Insurance (For Reference Only)

Insured:	The Institution of Engineering and Technology Hong Kong (IET Hong Kong)
Insured Activities:	Members participating in all activities organized / co-organised and / or arranged by IET Hong Kong including but not limited to all technical site activities (technical meetings, seminars, symposiums, conferences and site visit) organized or arranged by IET Hong Kong, inbound and outbound. It is specifically excluded insured member's representation for IET Hong Kong in attending functions not organized and arranged by IET Hong Kong.
Inbound:	<ul style="list-style-type: none"> - Risk shall attach upon participating member commence its journey directly from its place of permanent residence or place of work to designated place of organized activities. - Risk shall detach upon completion of the organized activities or for an individual member, risk shall detach when a member leaves the normal course of organized activities with no intention to rejoin the group.
Outbound:	<ul style="list-style-type: none"> - Risks shall attach upon participating member set for departure from Hong Kong (up to maximum 4 hours of local transit) and detach upon arrival at their respective permanent place of residence or work (up to maximum 4 hours of local transit).
Insured Person:	On all members of IET Hong Kong.
Age Limit:	16-70
Benefits / Sum Insured per Person:	<ul style="list-style-type: none"> - Accidental Death and Permanent Total : HK\$300,000.00 - Accidental Medical Expenses : HK\$10,000.00 - Accident Cash Benefit during hospital confinement as a result of accident (Maximum coverage 90 days): HK\$500.00 per day
Beneficiary:	Insured Persons' Estate
Conditions:	For the exact coverage and details of the prevailing insurance policy, please contact the Branch Officer of IET Hong Kong.
Aggregate Limit of Indemnity:	HK\$15 million

13 Printing of IET Hong Kong Name Cards

Only current Officers, Ex-officio Members and Ordinary Members of the Branch Committee, Section Committee, and the Younger Members Section Committee as defined in the Election Procedure are entitled to the printing of IET Hong Kong name cards. Co-opted members, helpers and advisors do not have this entitlement.

14 IET Hong Kong Policy Committee

This section is under review.

15 IET Hong Kong Scholarship

This section is under review.

APPENDIX 1 - Typical Posts of Ordinary Members (Rev. B)

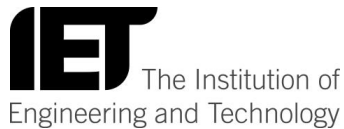
No.	Post	Responsibilities
1.	External Affairs and Communication Coordinator	<ul style="list-style-type: none"> ▪ To liaise with relevant government departments of the HKSAR Government and other stakeholders such as professional institutions in Hong Kong, Macau and China. ▪ To serve as a contact point with the mass media. ▪ To prepare and update IET Hong Kong promotion leaflet. ▪ To lead and coordinate major projects and activities run by BC, in particular ROV.
2.	Industry & Policy Liaison Coordinator	<ul style="list-style-type: none"> ▪ To liaise with industrial sector and government departments in publicity of The IET and member's qualification. ▪ To develop local representative scheme in major corporations and government departments. ▪ To recommend approval or rejection of the third party events. ▪ To coordinate the inputs/comments of IET Hong Kong for reply to any Hong Kong Government invitation on policy consultation, and coordinate with IET UK for material support where required.
3.	Membership Development Coordinator(s)	<ul style="list-style-type: none"> ▪ To lead membership drive and organise membership development activities for members/potential members. ▪ To collaborate with the academic sector, IET Student Counsellors, Industry & Policy Liaison Coordinator and International Membership Advisor (IMA) in publicity of The IET. ▪ To form and lead a panel to deal with membership enquiries. ▪ To drive and organise Faraday challenge.
4.	Members Services and Social Event Coordinator(s)	<ul style="list-style-type: none"> ▪ To develop a package of benefits programmes for The IET members. ▪ To coordinate on membership services/social events. ▪ To coordinate on mentoring scheme for engineering students of local universities and IVE. ▪ To coordinate and oversee the membership program with universities and VTC. ▪ To enhance public relations via organizing brand building events including Dragon Boat, Marathon, etc. as a tool for the marketing & promotion of IET.
5.	Newsletter Editor(s)	<ul style="list-style-type: none"> ▪ To lead the Editorial Committee in publishing IET Hong Kong Newsletter. ▪ To arrange for publishing of IET Hong Kong events and highlights in The IET News and other appropriate media.
6.	Professional Development Coordinator(s)	<ul style="list-style-type: none"> ▪ To disseminate initial professional development (IPD)/continuing professional development (CPD) information to members. ▪ To coordinate with International membership Advisor (IMA), IPRA and IET UK for updated information on IPD/CPD and professional registration matters. ▪ To form and lead a panel to facilitate application for professional registration. ▪ To coordinate the development with other professional engineering institutions.
7.	Technical Programme Coordinator(s)	<ul style="list-style-type: none"> ▪ To organise technical talks and technical visits initiated by the Branch Committee. ▪ To oversee Younger Members Section Committee (YMSC) and all Sections Committees (SCs) on technical programmes other than major conferences and symposia.
8.	Webmaster	<ul style="list-style-type: none"> ▪ To develop, maintain and improve IET Hong Kong web page and IET Hong Kong Facebook webpage. ▪ To coordinate with SCs and YMSC in development of web page. ▪ To collaborate with the Newsletter Editor in promotion of the e-newsletter as well as delivery of prompt information to The IET members.
9.	Young Professional Coordinator	<ul style="list-style-type: none"> ▪ To act as advisor to YMS to provide the link with the Branch Committee. ▪ To help oversee the deployment of resources of YMS. ▪ To nurture YMS as successors for the Branch Committee and the Section Committee

(Rev B: January 2016)

APPENDIX 2 - Role and Responsibilities of the Community Relationship Manager

1. To assist Branch Honorary Officers in all aspects of organising specific events for IET Hong Kong, including technical programmes and social events working closely with the local Regional Coordinator.
2. To attend conferences, exhibitions and other events, as required by the Branch Chairman, in order to assist with the registration of participants and assist Branch Honorary Officers in dealing with enquiries and liaising with venue staff.
3. To answer requests for information on events, conferences and exhibitions, as required.
4. To work closely with Technical Professional Network and other IET Departments during the organisation of events.
5. To keep abreast of the work and policies of The IET, advising event committees as may be necessary.
6. To assist the Branch Honorary Treasurer with the preparation of reports, financial returns and statistics related to events, and in the preparation of the monthly accounts that are required by the Assistant Accountant at Head Office.
7. To assist the Branch Honorary Treasurer in the preparation of the Hong Kong Branch Annual Audited Accounts.
8. To help and assist in queries from the Head Office Finance Department.
9. To coordinate the external affairs and liaise with all stakeholders of the Branch
10. To keep records of the branch activity in accordance with the requirements of a registered society in Hong Kong
11. To perform other such tasks to ensure the smooth running of the Hong Kong Branch.
12. To undertake any other duties and projects as requested by The IET Asia Pacific Office manager.
13. To be familiar with the Health and Safety and Fire policies for the company and to attend mandatory updates where required.
14. To organize the election activities of the Branch, SC and YMSC under the supervision of the Returning Officer.

APPENDIX 3 - BUDGET GUIDANCE NOTES



BUDGET GUIDANCE NOTES

UK

2006-07

General

In order that budget bids for local activity can be assessed fairly from a common position, the correct template must be used.

Although it is anticipated that plans will not be complete by the deadline of 30 April, provisional figures corresponding to the outline plan should be added to the budget spreadsheet.

A contingency fund will be held centrally to cover the cost of any additional activity that may be identified once the local structure has been established and plans finalised.

The main co-ordinating committee in the area should complete page 2 of the budget spreadsheet and the individual sections which are co-ordinated by it should each complete a Section page. The co-ordinating committee should then finalise the Summary page.

A Financial Plan for Major Activity should be completed if gross expenditure for one event takes up a significant part of the budget (approx 10%) or if an event has an anticipated turnover of more than £1,000. Please enter these figures as a one-line item under 'other' on the budget spreadsheet.

Events which produce or are believed will produce income of more than £1,000 must be accounted through The Institution of Engineering and Technology's Finance Department so that correct VAT procedures can be followed.

The Lifeskills charging policy, agreed by Membership and Regions Board, is that members of The Institution of Engineering and Technology and IMechE and students (non members or members) can attend a Lifeskills event free of charge. Non-members will be charged a fee of £50 per course but this is refundable if they subsequently become a member within 6 months. Fee collection will be organised centrally. The £500 fee charged by the Courses Unit will be transferred directly to them from Branch Operations so provision does not need to be made in the local budget.

Template completion

Only the areas coloured yellow need to be completed. Calculations will be generated automatically. Please provide explanations about the entries in the space provided on the right-hand side of the form.

If additional lines are added to the template, please ensure that the formulas are captured to enable automatic calculation.

Administration

Administration

Postage, telephone, printing, stationery costs incurred by committee members (excluding communications with members which should be shown under Newsletters) and bank charges, repairs to The Institution of Engineering and Technology equipment, capital equipment purchases under £100.

Committee Meetings

To keep administrative costs to a minimum:

- Consideration should be given to holding committee meetings before or after events.
- The number of meetings should be proportionate to the amount of charitable activities planned.
- Electronic communication should be used to distribute/discuss committee business wherever possible.

The Institution of Engineering and Technology is able to reimburse members for expenses “wholly, exclusively and necessarily incurred in the course of business” but not able to pay for voluntary services provided.

Accommodation:	Where discounted facilities are enjoyed, enter the pre-discount figure in the gross expenditure column and the reduction enjoyed in the cost-saving column
Refreshment: (Dinners excluded)	The recommended guideline is light refreshments such as tea/coffee and biscuits/round of sandwiches (approx £5 per head).
Official Travel:	Expenses incurred travelling on official local business only. Any costs incurred by members acting in another capacity (i.e. Membership and Regions Board, Professional Registration Advisor, Council etc) should be recovered elsewhere.

Newsletters and Programme Booklets/Cards

Approved maximum net expenditure for publications and mailings is £2 per member per year which is inclusive of printing and postage. All events should be included in the main area publications to maximise exposure. Separate section publications should be avoided to keep costs to a minimum.

Activity Programme

Activities - Technical Meetings/Technical Visits/Career Development Events

Accommodation	Where discounted facilities are used, enter the pre-discount figure in the gross expenditure column and the reduction allowed in the cost-saving column resulting in the actual expenditure appearing in the net expenditure column Enter any expenditure for audio visual aids not included in room hire. Coach hire will only be approved for students' use.
Refreshment (Dinners excluded)	The recommended guideline is light refreshments such as tea/coffee and biscuits/round of sandwiches (approx £5 per head). Members' dinner costs are not IET funded.
Entertaining speaker	Approved basis is one more committee member than speaker (i.e. 3 Committee/ 2 speakers)
Speakers expenses	Including rail/mileage/overnight accommodation/meal. IET policy prohibits payment of a speaker's fee unless this is recovered by charging a delegate fee.
Less Income	Delegate fees - Entrance fee etc to an activity. Sponsorship - donations received which offset the cost to IET, including contributions from other organisations involved in joint events. Discounted room hire should be shown on the accommodation line as a cost saving.
Other	i.e. Financial Plan for Major Activity

Activities - Main Annual Function/Prestige Lecture/Annual Dinner

Accommodation	Where discounted facilities are used, enter the pre-discount figure in the gross expenditure column and the reduction allowed in the cost-saving column resulting in the actual expenditure appearing in the net expenditure column Enter any expenditure for audio visual aids not included in room hire.
Refreshment (Dinners excluded)	The recommended guideline is light refreshments such as tea/coffee and biscuits/round of sandwiches (approx £5 per head). Members' dinner costs are not IET funded.
Entertaining speaker after event	Approved basis is one more committee member than speaker (i.e. 3 Committee/ 2 speakers)
Speakers travel	Including rail/mileage/overnight accommodation/meal. IET policy prohibits payment of a speaker's fee unless this is recovered by charging a delegate fee.
Entertaining Official Dinner Guests	Enter number of official guests invited to a Dinner and total cost to IET.
Less Income	Delegate fees - Entrance fee etc to an activity. Sponsorship - donations received which offset the cost to IET, including contributions from other organisations involved in joint events. Discounted room hire should be shown on the accommodation line as a cost saving.

Awards and Prizes

Enter total amount of Award/Prize money being offered for both Younger Members Short Paper competition and any other Award. An Award Form must be completed for each type of award offered.

POLICIES AND GUIDELINES

These policies and guidelines can only be exceeded when approved by the Membership and Regions Board Finance Committee.

Refreshment

Charitable event

Light refreshments such as tea/coffee and biscuits or a round of sandwiches – approx £5 per head. Members' dinner costs are not funded by The Institution of Engineering and Technology.

Committee meeting

Light refreshments such as tea/coffee and biscuits or a round of sandwiches – approx £5 per head. Members' dinner costs are not funded by The Institution of Engineering and Technology.

Dinners

- Dinners are a social event and cannot be supported by The Institution of Engineering and Technology funds.
- The benefit that official dinner guests will bring to The Institution of Engineering and Technology must be explained in the Operating Plan.
- A stand-alone Dinner is a social function and must be accounted for through the 'Friends of' account instead of The Institution of Engineering and Technology bank account, although tickets for official guests and Honorary Officers' who need to attend the Dinner may be funded by The Institution of Engineering and Technology.
- A Dinner accompanied by a Prestige Lecture or other event is also a social function and must be accounted for through the 'Friends of' account instead of The Institution of Engineering and Technology bank account, although tickets for official guests and Honorary Officers' who need to attend the Dinner may be funded by The Institution of Engineering and Technology. Such a Dinner would not normally exceed one per year.

Administration

Meetings

To keep administrative costs to a minimum:

- Consideration should be given to holding committee meetings before or after events.
- The number of meetings should be proportionate to the amount of charitable activities planned.
- Electronic communication should be used to distribute/discuss committee business wherever possible.

The Institution of Engineering and Technology is able to reimburse members for expenses “wholly, exclusively and necessarily incurred in the course of business” but not able to pay for voluntary services provided.

Capital Equipment

Only capital Equipment costing less than £100 per item should be bought locally - provision should be shown on the budget bid. Items in excess of this amount must be requested using the Capital Equipment Request form and approved equipment will be funded centrally. Branch Operations should be consulted before repairs to The Institution of Engineering and Technology equipment is undertaken.

Publicity

Every effort should be made to promote all local events to the wider community by placing advertisements and posters in prominent public locations as well as in local universities and industrial organisations.

All activities should be included in the main area Programme Booklet/Newsletter/Engineering & Technology to maximise exposure and to prevent exclusion. Targeted publications/mailings to retired members relating to daytime activity should be avoided as these activities must not be restricted to this group of members.

Maximum net expenditure allowed is £2 per member per year. This allowance is inclusive of printing and postage.

Activities

AGMs

No official Institution of Engineering and Technology business needs to be conducted at an AGM so it is therefore not a mandatory event. If one is held, it should be combined with another event so that it becomes cost neutral.

Coach hire

The cost of coach hire to transport students to an event or a site visit is an acceptable charge on The Institution of Engineering and Technology funds. The Institution of Engineering and Technology funds cannot be used for any other coach hire.

Speakers

- Speakers should be advised that it is not normal practice to pay for their services but they may be fully reimbursed for any expenses incurred and provided with a meal after the event. If a fee is charged, then this cost should be recovered by charging a delegate fee.
- Committee members may accompany the speaker to the after-event meal on the basis of one more committee member than speaker i.e. 2 speakers: 3 Committee members.
- The Institution of Engineering and Technology’s Lifeskills presenter’s fee of £500 will be paid by a departmental transfer between the Courses Unit and Branch Operations

Major Activity Business Plan Template



FINANCIAL PLAN FOR MAJOR ACTIVITY 2007-08

This information is required for a single activity that uses a significant part of the budget

Name of Network:
Name of activity:
Duration of activity:
No. of expected delegates:
Outline of activity:

(enter currency)

INCOME

Paying Participants
Non-Paying Participants (*supply details*)
Publications
Co-sponsor (*supply details*)
Co-sponsor (*supply details*)
Other

Total Income

0

GROSS EXPENDITURE

Organising

Planning meetings
Marketing
Other

Publications

Stationery
Other

Event

Accommodation
Refreshment
Other

Speaker

Travelling
Accommodation/refreshment

Other

Total Gross Expenditure

0

Total Net Expenditure

0

Surplus:

How will any surplus be split between any sponsoring organisations?

You may spend any surplus generated from this event if the expenditure has been approved by Membership and Regions Board Finance Committee. Please indicate how you wish to spend any surplus:

APPENDIX 3A - Generating and Spending Surplus Funds

This section is under review.

APPENDIX 4 - General Guidelines for IET Hong Kong Newsletter Submissions

The Submission Process

- Each SC or YMSC shall nominate a Newsletter Coordinator (NC) to the Newsletter Editor(s).
- Each NC will represent his/her SC or YMSC as the single point of contact responsible for the monthly submission and channel of communications with the Newsletter Editor(s) regarding issues related to IET Hong Kong Newsletter.
- Details shall refer to IET Hong Kong Branch Newsletter Workflow Diagram.
- Normally, the Newsletter Editor(s) will send an email to remind the NCs for the submission a week before the closing date if it is earlier than 25th of the month.

The Contents of Submission

- The Newsletter Editor(s) will edit the contents according to the publishing criteria which include:
 - the information or knowledge is useful to The IET members
 - The event is within the scope of The IET
 - The event's quality is up to The IET's image
 - The event is open for any interested member's participation.
- The submission could be reports, scheduled activities, knowledge paper, etc. which fulfill the publishing criteria.
- The submissions shall be in MS Word file text format without special characters or tables. Related photos submissions (except for event schedule of which photos will not be posted) shall be in separated files in JPEG format. To have a better printing quality, photos size less than a hundred kilobytes is not preferred.
- The submissions will be revised or edited to fit the space available. Normally, each published submission will not occupy more than 1 page of the newsletter.
- If the newsletter is out of space or only a few quality submissions are received, the Newsletter Editor(s) will post the submissions whenever possible in the coming month(s). For the latter case, after the discussion with the NCs, the newsletter of the current month may be cancelled or reduced to a minimum of 4 pages to fit in only submissions with time concerns, e.g. scheduled activities.
- Submission for scheduled events shall be submitted in word text format and using tab for alignment. Table and photo shall not be used. In general, the order of information and format of the scheduled events shall be consistent with the samples as shown below for reference.
- If there is any disagreement on the newsletter contents that the Newsletter Editor(s) sent out for review, the Newsletter Editor(s) and NCs should review the disagreement jointly. The Newsletter Editor(s) have the discretion on what should be published and their decision should be final.

Technical Seminar on Xxxx Xxxx

Organized by: Xxx Section
Supported by: Xxxxx
Date: 10 July, 2007 (Tuesday)
Time: 06:30 pm – 08:00 pm
Venue: Xxxxx
Fees: Free of charge
Language: Cantonese
Participants: XX (first come first served)
Deadline: 7 July, 2007 (Friday)
Speaker: Xxxxx

<<Brief Description>>

Technical Visit: xxxxxxxx

Organised by: xxx Section
Date: 10 July 2007 (Tuesday)
Time: 10:00 am - 07:00 pm
Venue: xxxxx xxxx
Assembly Time: 10:00 am
Assembly Place: xxxxxxxx
Transportation: (If applicable)
Fees: Free of Charge for IET members
\$xxx for non-members
Participants: xx (first come first served)
Deadline: 7 July, 2007 (Friday)

<<Brief description >>

APPENDIX 4A - General Guideline for IET Hong Kong “MEMBERS WRITE” IN IET HONG KONG NEWSLETTER

Background

To encourage IET members to write subjects on which they are interested in sharing with other IET members, IET Hong Kong has been introduced “Members Write” in IET Hong Kong Newsletter each month since November 2014

Submission Procedure and Details

1. A maximum of 2 articles are allowed in the Newsletter each month.
2. “Members Write” encourages IET members to write subjects on which they are interested in sharing with other members. A broad range of topics, such as project management, people skills and technical issues relevant to The IET, etc., are allowed in order to give room for expression. Writing style is not as important as thoughtfulness and sincerity.
3. Because of space limitations, IET Hong Kong may not be able to print all the submissions received.
4. Only non-fictional, non-commercial and non-political articles will be considered.
5. Anonymous articles will not be considered. The contributor must give his/her name, membership class and number as well as contact details in the submission but only his/her name and membership class will be published. All articles must be typed, double-spaced with font size of 12 in Times New Roman format and submitted via email to the admin@theiet.org.hk. Articles shall not exceed 1 page. The article will be reviewed by IET Hong Kong Newsletter editors and approved by the Office Bearers prior to publication.
6. IET Hong Kong may edit the article but contributors have the opportunity to agree/disagree the editorial changes prior to publication.
7. IET Hong Kong will not respond to contributors nor answer questions regarding the status of submissions. The contributor will however hear from IET Hong Kong prior to publication, once his/her article has been selected.

APPENDIX 5 - Branch Activities Metric Forms and Event Attendance Form



Event Evaluation

Network: HK Network –

Venue:

Event:

Date: ()

Return to: Local Network Coordinator
Local Networks Department
IET
Michael Faraday House
Six Hills Way
Stevenage
SG1 2AY

1. Enclosed is the Plus4Events or Event Attendance Form completed in connection with this event.
2. The following feedback comment will be recorded on the Metric Return:

Comments:

3. If you would like your speaker to be added to the Recommended Speaker List available online viewable by all LN event organisers, please include the speakers name and contact details*:

Speaker name:.....

Speaker contact details:.....

.....

.....

* You are providing speaker contact details in order that we can contact them directly to gain their agreement to promote their details online. The IET will not promote any speaker details without prior agreement from the individual.

APPENDIX 6 - Sample Correspondences with Third Party Organizers

I. Requesting additional information

We have received your request for IET Hong Kong supporting the *Event*. We would like to obtain the following information, if not already provided, for our further consideration.

- Date / time / venue of the event
- Title of the event
- Details of the speaker(s)
- Contents of the event
- Expected number of participants including the anticipated number of IET members joining the event
- If a fee is charged, the discounted fee for IET members
- How will The IET Logo and IET Hong Kong wording be used in the publicity material?
- Names of other sponsoring bodies.
- Contact details (phone / fax / e-mail numbers).
- IET Hong Kong's financial commitment

Looking forward to receiving the above information. .

Regards,

Industrial Liaison Officer
IET Hong Kong

II. Acceptance Message

We have received your request for IET Hong Kong supporting the *Event*. I am pleased to confirm that we would like to support the *Event* according to the information provided by you. Accordingly, we will put in our Newsletter to inform all The IET members in Hong Kong about the *Event*.

Should you require additional publicity by putting in a whole page advertisement in IET Hong Kong Newsletter, there will be a charge of HK\$6,000.00 per page (A4 size). Please let us know if you require this service. (Please refer to Notes 1 to 3 appended to this letter for other details.)

To ensure that The IET logo and wording are properly used, we would like you to send us your promotion materials for checking before publishing.

Finally, we would like to know the number of IET members participating in the *Event* and would therefore be grateful if you can provide us this information after the event is held.

Looking forward to your success in organising the *Event*.

Regards,

Industry Liaison Coordinator
IET Hong Kong

cc. IET Hong Kong Newsletter Editor together with 10-point Technical Event Info.
Technical Programme Coordinator/Section Chairman

- Note:
1. The Event Organiser should bear the printing cost of promotion materials.
 2. IET Hong Kong will not be responsible for the delivery of these materials to our printer for distribution.
 3. The deadline of delivery of promotional materials to our printer is 24th of the month unless otherwise notified.

III. Reject Messages

a. Reject Criteria 1 Message

We have received your request for IET Hong Kong supporting the *Event*. We have reviewed and found that the time between the date of this letter and the date of the *Event* is too tight for us to coordinate with you on further details and for disseminating the information to our members. I therefore regret to inform you that we are not in a position to support your *Event*.

Regards,

Industry Liaison Coordinator
IET Hong Kong

b. Reject Criteria 2 Message

We have received your request for IET Hong Kong supporting the *Event*. We have reviewed and found that the charge for the *Event* is not in line with our guidelines for supporting. I therefore regret to inform you that we are not in a position to support your *Event*.

Regards,

Industry Liaison Coordinator
IET Hong Kong

c. Reject Criteria 3 Message

We have received your request for IET Hong Kong sponsoring / supporting the *Technical Event*. We have reviewed and found that the contents for the *Event* are not in line with our guidelines for supporting. I therefore regret to inform you that we are not in a position to support your *Event*.

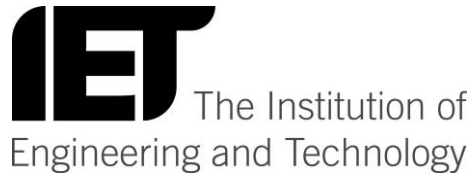
Regards,

Industry Liaison Coordinator
IET Hong Kong

IV. Information Check List

Topics / Title:
Date / Time:
Venue:
Speaker(s):
Event Contents:
Number of participants expected:
Anticipated number of IET members participating:
Fee charged for IET members:
Other fee charged:
IET Hong Kong financial commitment:
IET Logo and wording in support of the event:
Event Contact Person:
Contact Phone:
Fax:
E-mail:

APPENDIX 7 - Local Network Capital Equipment Request Form



LOCAL NETWORK CAPITAL EQUIPMENT REQUEST

Local Network and User	Description of Equipment requested	Exact cost (incl. VAT)	Reason for Request/ Expected use of Equipment	Expected frequency of use

This request for Capital Equipment has been approved by the Local Network/Group Committee.

Request submitted by:

Position on Committee:

Date:

Notes:

- This request must be authorised by the Local Network Committee
- If computer equipment, laptop or a projector is requested, please complete specification
- Items costing less than £100 do not need authorisation and should be bought by the Local Network directly
- Large items should be purchased locally and the receipt sent to Local Networks Department attached to an expense claim form
- Software can be purchased at very favourable prices by IET. Please indicate what software is required when a computer is requested
- Maintenance of equipment is the responsibility of the Local Network. Please consult Local Networks Department before repairs are undertaken
- Any piece of equipment no longer required by a Local Network may be passed to another Local Network with the knowledge of Local Networks Department. Obsolete equipment may be disposed of with the agreement of Local Networks Department
- Please return this form to your Regional Co-ordinator or the Local Networks Finance Executive

APPENDIX 8 -Claim Form

Claim Form - Personal Accident Insurance

HSBC Insurance (Asia) Limited



Personal Accident Insurance

Claim Form

Personal Information Collection Statement

The information you provide to us is collected to enable us to carry on insurance business and may be used for the purpose of:

- any insurance or financial related product or service or any alterations, variations, cancellation or renewal of them;
- any claim or analysis of it; and

may be transferred to:

- any related company or any other company carrying on insurance or reinsurance or financial related business or an intermediary or a claim or investigation or other service provider providing services relevant to insurance business or any association or federation of insurance companies that exists or is formed from time to time.

You have the right to obtain access to and to request correction of any personal information concerning yourself held by the Company. Requests can be made in writing to the Compliance Officer, 18/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong.

Policy No. _____ Claim No. _____

This form should be completed and returned without delay.

The Medical Certificate is to be furnished at the expense of the Insured.

1. Name of Insured _____ Name of Insured Person (if different from the Insured) _____ Age _____ Sex _____ Telephone No. _____ Fax No. _____ Residential Address: _____ Business Address: _____ Present Business or Occupation: _____			
2. State full particulars of the accident:	Date:	Time:	am/pm
(a) when did it occur?	(a)		
(b) where did it occur?	(b)		
(c) how did it occur?	(c)		
(d) which part of the body is injured?	(d)		
3. Names and addresses of any Witnesses of the accident: _____			
4. Name and address of the Doctor attending you for the accident: _____			
5. (a) State the period during which you have been totally disabled from attending to your business as the sole and direct result of the accident:	from _____		
(b) If you are still unable to return to work, state the date on which you expect to do so:	to _____		
6. Have you previously claimed or received compensation under an Accident and/or Sickness Policy? If so, please give particulars: _____			
7. (a) Are you insured elsewhere?	(a)		
(b) If so, give the name of each Company or Insurer, and amount you are entitled to claim:	(b)		

I, undersigned, do hereby declare that, to the best of any knowledge and belief, the foregoing particulars are true and correct.

Date: _____ 20 _____

Signature of Insured: _____

HSBC Insurance (Asia) Limited
匯豐保險(亞洲)有限公司
18/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong
香港九龍深旺道1號匯豐中心1座18樓
Tel 電話: 2288 6688 Fax 傳真: 2288 7300
Telex 電傳: 73201 HKBK HK

Notes for Insured/Insured Person

- 1 Further Medical Certificates are required upon request during periods of disablement.
- 2 Interim payments of benefit are normally made on request subject to satisfactory Medical Evidence.
- 3 Insured/Insured Person may be required to submit to Medical Examination on behalf of and at the expense of the Company in connection with any claim.

Medical Certificate

(To be completed by the attending doctor)

(Any fee for this Certificate is payable by the Insured/Insured Person)

I Certify that M _____ is/was disabled from following
his/her usual occupation by reason of _____

Disablement	From	To	PROGNOSIS (Please indicate probable duration of disablement)
Confined to house			
Unable to give any attention to usual occupation			
Able to give some attention to usual occupation			

Any additional information

I also Certify that the above-named is not suffering from any other injury or disease.

Signature of Doctor: _____ Qualifications: _____

Address: _____ Date: _____



Public Liability Insurance

Claim Form

Personal Information Collection Statement

The information you provide to us is collected to enable us to carry on insurance business and may be used for the purpose of:

- any insurance or financial related product or service or any alterations, variations, cancellation or renewal of them;
- any claim or analysis of it; and

may be transferred to:

- any related company or any other company carrying on insurance or reinsurance or financial related business or an intermediary or a claim or investigation or other service provider providing services relevant to insurance business or any association or federation of insurance companies that exists or is formed from time to time.

You have the right to obtain access to and to request correction of any personal information concerning yourself held by the Company. Requests can be made in writing to the Compliance Officer, 18/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong.

This form should be completed as fully and accurately as possible and returned to the Company immediately whether a claim has been made on the Insured or not. No admission of liability is to be made to any claimant.

1. INSURED

Name _____ Policy No. _____
 Address _____ Occupation _____
 Person to Contact _____ Phone No. _____

2. TIME AND PLACE OF ACCIDENT

Date _____ Time _____ a.m./p.m.

Exact place of accident _____

When, and by whom was the accident reported to you? _____

Age of property & yearly rental? _____

Are you the owner, lessee, tenant or contractor? _____

Has any previous complaint been made regarding the property concerned in this accident? _____

If yes, please give details _____

3. FULL DESCRIPTION OF ACCIDENT

State fully what happened _____

Was accident due to lack of care upon part of injured person? _____

If so, how? _____

Whose negligence caused the accident? _____

What right did the injured party have on the premises? _____

HSBC Insurance (Asia) Limited
 匯豐保險(亞洲)有限公司
 18/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong
 香港九龍彌敦道1號匯豐中心18樓
 Tel 電話: 2288 6688 Fax 傳文傳真: 2288 7300
 Telex 電傳: 73201 HKBO HK

If the accident was due to a defect in premises occupied by you, who is responsible for maintenance and repairs? _____

4. PERSONS INJURED

Name/Address	Nature and extent of injuries	Name/Address of doctor giving medical aid
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. DAMAGE TO PROPERTY OF OTHERS

Name of Owner _____

Address _____

Kind of property _____

Nature and extent of damage _____

Estimated cost of repair _____

Has claim been made? _____

Is claimant Insured? _____

If yes, please give Name of Insurance Company _____

6. WITNESSES

Whenever possible please obtain names, addresses and telephone number of witnesses, bystanders or persons in the immediate vicinity who may have seen the accident or heard statements made by any of the persons involved.

NAME	ADDRESS/TEL NO.
_____	_____
_____	_____
_____	_____
_____	_____

7. POLICEMAN IF ANY AT THE SCENE OF ACCIDENT

Name _____

Report Number _____

Attached to which Police Station _____

I/We hereby declare that to the best of my/our knowledge and belief, the above statements are fully and truly made.

Signature of Insured: _____ Date: _____

APPENDIX 9 – IET Hong Kong Policy Committee - Terms of Reference

This section is under review.

APPENDIX 10 - IET Hong Kong Response to Consultation Flowchart

This section is under review.