

Guidelines and Rules for Observing Open Meetings of the Council for Sustainable Development

Introduction

Selected meetings of the Council for Sustainable Development (the Council) will be opened to the public to enhance transparency. Any person who wishes to observe the open meetings of the Council should carefully read and comply with the following rules. The Council Secretariat may refuse to allow any person to observe the meeting if he/she fails or refuses to follow any of the rules.

Observation Venue

2. Council meetings are held at the Conference Room, 33/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong. Members of the public may observe the open meetings in the Public Viewing Room (PVR) on the same floor.

Agenda and Discussion Papers

3. The agenda and discussion papers, except confidential items, of the Council meetings are available on the Sustainable Development Division (SDD) website (<http://www.susdev.gov.hk/html/en/council/index.htm>) after issue (usually about five days before the meeting). Any subsequent change to the agenda and issue of paper(s) will also be uploaded onto the website as soon as practicable.

4. In order to allow the public to better understand the subject matter when observing the meeting proceedings, limited copies of the agenda and discussion papers of the open meetings will be made available at the reception desk of the PVR about 15 minutes before the meeting starts. Due to resource constraints, only English version of the agenda, papers and related documents will be provided.

Seat Reservation

5. As seating capacity of the PVR is limited, seats will be allocated through advance booking on a **first-come-first-served basis**. Each person may reserve a maximum of two seats. Reservation could be made after the issue of the agenda. The booking should be made at least one working day before the meeting by –

- (a) telephone (3150 8172) during office hours; or
- (b) completing and returning the form at the Appendix by fax (3150 8168) to the Council Secretariat.

6. The following information should be provided for each booking –

- (a) name(s) of observer(s);
- (b) his/her/their contact telephone number(s); and
- (c) the date of meeting.

7. In case that the seats for observing an open meeting are over-subscribed, the

Council Secretariat will inform those persons whose reservations of seats cannot be entertained.

8. Walk-in observers (including the media) will be entertained only if seats in the PVR are available.

Registration

9. Registered observers are required to report their arrival at the reception desk of the PVR 15 minutes before the scheduled time of meeting. In case he/she fails to turn up five minutes before the meeting, his/her booking will be released for walk-in observers, if any.

10. Before entering the PVR, an observer must register with the venue staff at the reception desk by providing his/her name and relevant information/document(s) for identity verification and record purposes.

11. After verification, each observer will be issued with a visitor badge. He/She must display this badge prominently during his/her stay in the PVR. The observer is not allowed to enter areas other than the PVR.

12. Walk-in observers, if seats are available, are also required to leave his name and contact information for record purposes.

13. An observer may leave the room at any time at his/her discretion. Any observer who has left the PVR is required to register again at the reception desk before re-admission to the room, if seats are available.

The Proceedings

14. The proceedings of the open meetings will be broadcast simultaneously on television monitors in the PVR.

15. The meetings are conducted primarily in Cantonese. The Chairman of the meeting may determine whether the meeting should be conducted in English or Cantonese, taking into account the preference of the attendees.

16. All observers must leave the PVR when the open meetings are concluded. They need to return the visitor badges to the venue staff when leaving the venue.

Order and Behaviour

17. Observers are requested to co-operate with venue staff and follow their instructions. All observers must –

- (a) dress properly and behave in an orderly manner;
- (b) be seated as directed by the venue staff, and NOT generate any disturbing noise;
- (c) turn off the beeping devices of mobile phones and other electronic products;
- (d) NOT record or film inside the PVR without permission;
- (e) NOT bring loudhailers, banners, bulky baggage or any materials/equipment which may cause disturbance to the observation of the meeting or normal proceedings of the meeting. The venue staff may refuse the entry of any

observer into the PVR if there is reason to believe that his/her entry is likely to cause a nuisance;

- (f) NOT clamour or chant slogans;
- (g) NOT display any sign, message or banner within or outside the PVR;
- (h) NOT drink, eat or smoke; and
- (i) comply with directions given by the venue staff for the purpose of keeping order and general cleanliness of the venue.

18. Any observer who fails or refuses to follow any of the above rules or causes any disturbance to the observation of the meeting will be required to leave the PVR immediately.

19. All observers are also subject to compliance with any house rules applicable to the building.

Digest of Meeting

20. A digest will be uploaded onto the SDD website after confirmation of the minutes of meeting by the Council.

Arrangements when Rainstorm Warning or Typhoon Signal is issued

21. Where a rainstorm or typhoon signal is issued, the following arrangements in respect of the open meetings of the Council will be adopted –

- (a) Where Amber/Red Rainstorm Warning or Strong Wind Signal No. 3 or lower is issued, all open meetings will be held as scheduled.
- (b) If Black Rainstorm Warning or Gale/Storm Signal No. 8 or above is cancelled before 7:00 am for morning meeting or before 12:00 noon for afternoon meeting, the meeting will be held as scheduled.
- (c) If Black Rainstorm Warning or Gale/Storm Signal No. 8 or above remains in force until 7:00 am for morning meeting or until 12:00 noon for afternoon meeting, the meeting will be postponed or cancelled. Notice on the re-scheduled meeting, if any, will be posted onto the SDD website.
- (d) If Gale/Storm Signal No. 8 or above is issued during the meeting, the meeting will be adjourned immediately. Notice on the re-scheduled meeting, if any, will be posted onto the SDD website.

Enquiries

22. Any enquiry on the above rules and regulations may be addressed to the Council Secretariat at 3150 8197.

23. The above arrangements are subject to revision as necessary without prior notice.

Council Secretariat
October 2009

個人資料聲明 Statement on Personal Data

可持續發展委員會秘書處從這份表格收到的個人資料，只會用作與擬旁聽會議人士聯絡或相關的用途。

The personal data provided to the Secretariat, Council for Sustainable Development (the Council) in this form will only be used for liaising with applicant(s) for observing the open meetings or related purposes.

可持續發展委員會的公開會議旁聽規則撮要

所有旁聽者：

- (a) 必須衣著整齊和遵守秩序；
- (b) 必須按場地職員的指示就座及不可發出滋擾他人的聲音；
- (c) 必須關掉流動電話和其他電子產品的響鬧裝置；
- (d) 未經許可，不可在會議轉播室進行錄音或攝錄；
- (e) 不可攜帶揚聲器、橫額、大型物件或任何會滋擾旁聽會議的人士或影響會議正常運作的物品／器材進場。倘場地職員有理由相信旁聽者可能會造成滋擾，即可拒絕其進入會議轉播室；
- (f) 不得喧嘩或呼叫口號；
- (g) 不得在會議轉播室內外展示任何標誌、標語或橫額；
- (h) 不可飲食或吸煙；以及
- (i) 必須服從場地職員為維持秩序及保持場地清潔而發出的指示。

Extracts of Rules for Observing Open Meetings of the Council

All observers must –

- (j) dress properly and behave in an orderly manner;
- (k) be seated as directed by the venue staff, and NOT generate any disturbing noise;
- (l) turn off the beeping devices of mobile phones and other electronic products;
- (m) NOT record or film inside the PVR without permission;
- (n) NOT bring loudhailers, banners, bulky baggage or any materials/equipment which may cause disturbance to the observation of the meeting or normal proceedings of the meeting. The venue staff may refuse the entry of any observer into the PVR if there is reason to believe that his/her entry is likely to cause a nuisance;
- (o) NOT clamour or chant slogans;
- (p) NOT display any sign, message or banner within or outside the PVR;
- (q) NOT drink, eat or smoke; and
- (r) comply with directions given by the venue staff for the purpose of keeping order and general cleanliness of the venue.