

Handbook

of

**The Institution of Engineering and
Technology Hong Kong**

Oct 2006

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1. Introduction

This handbook lays down the terms of reference and the ground rules in conducting business and organizing functions for all those concerned committee members of the Institution of Engineering and Technology Hong Kong to follow.

It is intended to be kept under continual review.

2. General

2.2 Name

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

2.2 Younger Member Section and Section Committees

One younger member section and six Section Committees are established under the IET Hong Kong:

- Younger Members Section (YMS)
- Electronics and Communications Section Committee
- Informatics and Control Technologies Section Committee
- Manufacturing and Industrial Engineering Section Committee
- Power and Energy Section Committee
- Management Section Committee
- Railway Section Committee

All members of the IET Hong Kong who are 35 or below on 1 January are members of the YMS. Student Sections are established in tertiary institutions of Hong Kong and Macau under 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 Reference Documentations

The following appendices relevant to the operation of the Branch Committee are appended. Please also refer to the Constitution and Election Procedure for other rules and regulations governing the Branch operation.

- Appendix 1 Travel and Subsistence
- Appendix 2 Typical Posts of Ordinary Members in a Session
- Appendix 3 Roles and Responsibilities of Branch Officer
- Appendix 4 Insurance Policies for the IET Hong Kong Activities
- Appendix 5 Branch Matrix Activity Attendance Record

- Appendix 6 Third Party Organized Events Approval Procedure
- Appendix 7 Sample Correspondence with Third Party Organizers
- Appendix 8 Claim Forms – Personal Accident / Public Liability Insurance

3. Finance Committee

The Finance Committee (FC) shall be responsible for all the day-to-day budgetary matters of the IET Hong Kong and recommendations for Branch Committee 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 officio members must be present in every FC meeting.

3.1.3 FC meetings shall normally be held at a period of not longer than two months whilst any ad-hoc meeting can be convened by any officio member.

3.2 Membership

3.2.1 Officio member

[a] Chairman - Honorary Treasurer of the Branch Committee

[b] Members - one representative from each Section Committee and the Honorary Treasurer of YMS

(Remarks: There will be 8 officio members in the FC.)

3.2.2 In attendance member

[a] Chairman of the 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 comply the business plans of the branch including YMS and major events in accordance with the direction from the Branch Committee.

3.3.2 Review and report to the Branch Committee 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 less than \$5,000. (see notes below)

3.3.4 Assess and recommend to the Branch Committee for approval business plans with turnover exceeding \$5,000. (see notes below)

3.3.5 Co-ordinate activities of the Branch amongst various Section Committees and YMS in order to achieve cost effectiveness.

Notes:

[a] Items 3.3.3 and 3.3.4 are not applicable to those planned activities which 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 members present. Should there be an equal counting of vote, the Chairman of the FC shall have the casting vote.

4. Editorial Committee

The term of service of the Editorial Committee members shall be one session year.

4.1 Membership

The composition of the Editorial Committee shall be:

- Newsletter Editor who shall be an Ordinary Member of BC; and
- Technical Programmes Coordinator(s)
- One Representative from each of the SC's and the YMS.

Each Section Committee, Major Events Organising Committee and YMS shall nominate a newsletter co-ordinator to serve as a single point of contact with the Newsletter Editor regarding release of official news related to the respective Sections.

4.2 Terms of Reference

- A. The Editorial Committee is responsible for the production of the IET Hong Kong's newsletter and other publications. It has the full discretion in editing, accepting and rejecting material submitted for publication.
- B. The Technical Programmes Coordinators of the Editorial Committee shall have the responsibility in approving or disapproving notices for seminar or events not organised directly by the IET Hong Kong or the Specialised Sections / Groups for publishing in the newsletter. In principle, events organized and supported by the IET Hong Kong shall be based on the following
 - 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.
- C. Advertisements in the 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\$6,000.00 per A4 size single page black and white advertisement (include printing expenses).
 - b. HK\$6,000.00 per colour or black and white advertisement in the form of A4 size insertion to the newsletter (exclude printing expenses).
 - c. HK\$1,000.00 per A4 page of advertisement in the web version of the Newsletter.

The Newsletter Editorial Committee has the discretion of offering discounts to the advertiser for bulk volume advertisement.
- D. The yearly budget for the newsletter shall be submitted to the Honorary Treasurer, who in turn shall make recommendations to the Branch Committee for approval.
- E. The Newsletter Editor shall only accept submissions from the Chairman or the designated newsletter co-ordinators nominated by each Section Committee, Major Events Organising Committee and YMS. 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.

5. Major Events 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. The term of service of individual Organising Committee shall be defined when the Organising Committee is endorsed by the Branch Committee.

5.1 Membership

The composition of the Organising Committee shall be:

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

If the Technical Programmes Coordinators 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 need to be endorsed by the Branch Committee.

5.2 Terms of Reference

- A. Evaluate proposed event to determine if they meet the IET's objectives as described in Clause 4.2 B.
- B. Evaluate viability of business plan
- C. Co-ordinate event activities and resolve conflicts
- D. Make recommendations to the Branch Committee on approval of proposed event
- E. Monitor progress of event activities and report to the Branch Committee
- F. Report on degree of success of the event
- G. For other requirements, please refer to Section 6.

6. Events Organized by the IET Hong Kong

- A. The Technical Programme Co-ordinators appointed by the Branch Committee shall have the responsibility of overseeing and providing advice on events organized by the Branch and the Sections. Any event organized by the IET Hong Kong shall meet the IET's objectives as described in Clause 4.2 B.
- B. Event shall be announced through our newsletter and website. All notices on events organized by the IET Hong Kong shall be sent to the Newsletter Editor through the respective Newsletter Co-ordinators.
- C. The Branch Matrix activity forms shall be completed and sent back to the Branch Officer for filing and for reporting to the HQ and in the AGM report. The Technical Programme Co-ordinators are responsible for preparing the annual report on events organized by the Branch and the Section Committees. Sample of Branch Matrix Activities Attendant Records are attached under Appendix 5 for reference.

- D. No speaker fee shall 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.
- E. A souvenir obtainable from the Branch Officer 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.
- F. 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 of technical visit within Hong Kong, or from the border just outside Hong Kong can be financed from the budget of the respective Section.
- G. For those events subsidised by the Branch surplus fund, the maximum subsidise per members shall not be greater than HK\$500 unless approved by the Branch Committee.
- H. All financial commitments are solely for the IET Hong Kong's organised events.
- I. Business plan must be prepared for any event requiring financial commitment and the financial performance is dependent on the number of participants. Business plan must be presented to the Branch Committee for approval at least forty-five (45) days prior to the event. The Branch Committee may delegate the authority to the Financial Committee to approve or disapprove the business plan.
- J. Business plan will not be required for events that only involved hiring of coach for technical visits; refreshment; provided that the total expenditure is within the allocated technical events budget of the respective Section.
- K. The final account and all the expenses claims shall be settled within three months after the completion of the event.

7. Events Supported by the IET Hong Kong

- A. The IET, as a professional body promoting learned societies activities shall, within the Charter of the IET, organise, sponsor and support technical event(s) that are beneficial and useful to the IET members. In supporting 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 the IET Hong Kong shall meet the IET's objectives as described in Clause 4.2 B.
- B. The Technical Programme Co-ordinators appointed by the Branch Committee shall have the responsibility of overseeing and providing advice on events organized by the third party and supported by the IET Hong Kong.
- C. For events supported by the IET Hong Kong, there shall be no financial commitment from the IET Hong Kong. The IET Hong Kong shall not enter into any joint financial commitments with any third party unless consent is obtained from the Branch Committee and the Headquarters.

- D. 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 or website in accordance with Clause 4.2 C.
- E. For event organised by a third party where a fee is charged, the IET members should be entitled 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.
- F. The use of the IET logo for any event organized by the third party must have the consent from the Technical Programmes Coordinator(s) of the IET Hong Kong.
- G. As soon as any member of the Branch Committee, the YMS or any Section Committee is contacted by a third party, he / she shall contact the Branch Officer 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 Technical Programme 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 Appendix 5 below.

APPENDIX 1 - Travel and Subsistence

When committee members (hereinafter referred to as “Members”, and shall include elected members of the Branch Committee and Section Committee, and those organizing committee members of major events endorsed by the Branch Committee) 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 conditions:

- A. Only the actual expense necessarily incurred on the 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).
- B. Members must seek authorization from the Branch Committee prior to making overseas trips for conducting the 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.
- C. Reasonable expenses for meals necessarily incurred for conducting the 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. For Seminars with invited speaker, up to HK\$350/person is allowed subjected to the maximum ceiling of HK\$2800 per claim. 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. 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.
- D. In the case when it is required to entertain any honorable guests of the IET Hong Kong or any invited speakers of events organized by the IET Hong Kong after a technical meeting, the rate as mentioned in item C above may be relaxed to HK\$350.00 per person per meal, with a maximum ceiling of HK\$1,500.00 per claim. For large conferences and events with a pre-approved business plan, a one-time meal expenditure at a rate of HK\$450.00 per Member per meal is allowed to acknowledge the contribution of time and effort of the organizing committee towards the success of the conferences and events, provided that the cost of such has been allowed for in the approved business plan.
- E. Members serving as a “The 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 the IET Hong Kong.
- F. 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 Huang Gong or Shen Zhen.

- G. Should there be an ad hoc event not being included in the annual Business P. The event can be financed from the Surplus Fund of Previous Self-financed Events. However, the business plan needs to be submitted to the Finance Committee (FC) for endorsement. Under normal conditions, the maximum amount that can be financed by the Surplus Fund is HK\$250.00 per person. .

Members must seek authorization from the Honorary Treasurer for any departure from the above guidelines. Other expenses will only be reimbursed if they have been agreed in advance with the Honorary Treasurer and are fully receipted.

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.

Other requirements on claiming reimbursable items are as follows:

- A. For the purpose of auditing the IET Hong Kong's annual account, all claims must be accompanied with **original receipts**.
- B. All claims shall be submitted to the Branch Officer for processing.
- C. Claims associated with technical events organized by the IET Hong Kong must be accompanied with an **event attendance list**.

APPENDIX 2 - Typical Posts of Ordinary Members in a Session

No.	Post	Responsibilities
1.	External Affairs 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 respond to public consultation on matters relating to electrical, electronics, information and manufacturing engineering. ▪ To serve as a contact point with the mass media.
2.	Industry 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.
3.	Membership Development Coordinator(s)	<ul style="list-style-type: none"> ▪ To organise membership development activities for members/potential members. ▪ To collaborate with the academic sector, IET Student Counsellors, Industry Liaison Coordinator and International Membership Advisor (IMA) in publicity of the IEE. ▪ To provide advice on SARTOR.
4.	Members Services Coordinator(s)	<ul style="list-style-type: none"> ▪ To liaise with the designated bank on affiliation card issues. ▪ To develop a package of benefits programmes for the IET members.
5.	Newsletter Editor(s)	<ul style="list-style-type: none"> ▪ To lead the Editorial Committee in publishing the IET Hong Kong Newsletter ▪ To arrange for publishing of the 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 IMA and Training Committee for updated information on IPD/CPD.
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 (YMS) and all Sections Committees (SC's) on technical programmes other than major conferences and symposia.
10	Webmaster	<ul style="list-style-type: none"> ▪ To develop, maintain and improve the IET Hong Kong web page. ▪ To coordinate with SC's and YMS in development of web page. ▪ To collaborate with the Newsletter Editor in delivery of prompt information to the IET members.

APPENDIX 3 - Role and Responsibilities of Branch Officer

- To assist Branch Honorary Officers in all aspects of organising specific events for the IET Hong Kong, including technical programmes and social events working closely with the local Regional Coordinator.
- 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.
- To answer requests for information on events, conferences and exhibitions, as required.
- To work closely with Professional Networks and other IET Departments during the organisation of events.
- To keep abreast of the work and policies of the IET, advising event committees as may be necessary.
- 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.
- To assist the Branch Honorary Treasurer in the preparation of the Hong Kong Branch Annual Audited Accounts.
- To help and assist in queries from the Head Office Finance Department.
- To coordinate the external affairs and liaise with all stakeholders of the Branch
- To keep records of the branch activity in accordance with the requirements of a registered society in Hong Kong
- To perform other such tasks, as directed by the Manager, Branch Operations, consistent with the overall purpose of the job, to ensure the smooth running of the Hong Kong Branch and the IET Asia Pacific Office.
- To undertake any other duties and projects as requested by the IET Asia Pacific Office manager.
- To be familiar with the Health and Safety and Fire policies for the company and to attend mandatory updates where required.

APPENDIX 4 - Insurance Policies for the IET Hong Kong Activities

1. The IET Hong Kong has procured Public Liability Insurance and Group Personal Accident Insurance to cover all events and activities arranged by the IET Hong Kong. A brief description of typical details of the above mentioned insurance are given below for general information. For the exact coverage and details of the prevailing insurance policy, please visit the website or contact the Branch Officer of the IET Hong Kong.
2. The organizer of an event shall ensure that appropriate insurance of participants is in proper order.
3. The organizer of an event shall contact the insurance company at the telephone number listed in the website or contact the Branch Officer of the IET Hong Kong within 24 hours of the occurrence of a claim situation.
4. Insurance claim forms are downloadable from the website of the 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 8 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.

5. Public Liability Insurance (For Reference Only)

Insured:	The Institution of Engineering and Technology Hong Kong (The IET Hong Kong)
Limit of Indemnity:	HK\$50 millions any one accident / Unlimited any one period of insurance
Nature of Event:	All activities organized / co-organized and / or arranged by the IET Hong Kong including but not limited to all technical site activities (technical meetings, seminars, symposiums, conferences and site visit) organized or arranged by the IET Hong Kong, inbound and outbound. It is specifically excluded insured members' representation for the IET Hong Kong in attending functions not organized or arranged by the IET Hong Kong
Conditions:	<ul style="list-style-type: none"> - Food & Drink Poisoning Clause - First Aid - Loading and Unloading of Vehicles Extension - Advertising Sign, Neon Sign Hoarding and Decoration Clause - Hong Kong Jurisdiction Clause - Fire Brigade and Water Damage - Members and Associated Guest Property Clause: Loss of damage to property belonging to the IET members and guests which are in the care, custody and control of the Insured (Limit: HK\$10,000 per person and HK\$200,000 in aggregate: Excess: HK\$1,000 each and every loss) - Indemnity to Individual members - Member to Member Clause - Fire and/or Explosion Legal Liability Clause - 30 Days Notice of Cancellation by IET Hong Kong - Non-owned Automobile Liability Extension - Terrorism Exclusion Endorsement - Data Loss Clarification Clause - Date Related Performance and Functionality Clause - Total Asbestos Exclusion Clause - Otherwise as per original policy
Third Party Property Damage Excess:	HK\$3,000.00 each and every loss

6. Group Personal Accident Insurance (For Reference Only)

Insured:	The Institution of Engineering and Technology Hong Kong (The IET Hong Kong)
Insured Activities:	Members participating in all activities organized / co-organised and / or arranged by the IET Hong Kong including but not limited to all technical site activities (technical meetings, seminars, symposiums, conferences and site visit) organized or arranged by the IET Hong Kong, inbound and outbound. It is specifically excluded insured members' representation for the IET Hong Kong in attending functions not organized and arranged by the 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:	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 the 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:	<ul style="list-style-type: none"> - Terrorism Exclusion Clause - Disappearance Clause - Double indemnity (Common Carrier) - Medical treatment up to one month from return trip to Hong Kong (outbound) and include accident incurred during outbound technical visit - Accident injury shall mean physical bodily injury with or without sight - 30 Days Notice of Cancellation by IET Hong Kong
Aggregate Limit of Indemnity:	HK\$15 millions

APPENDIX 5 - Branch Metric Forms



The Knowledge Network

METRIC RETURN

Branch:

Event:

Date:

Enclosed are the Event Attendance Form and Event Evaluation Forms completed in connection with this event.

The following feedback comment should be added to the Metric Summary Sheet:

This event may/may not* be added to the Recommended Branch Events list which is available for viewing by other Branches. Attendance figures should/should not* be suppressed.

*please delete as appropriate



The Knowledge Network

EVENT EVALUATION FORM

Branch:

Event:

The IET is committed to understanding its customers' needs. You can help us by answering the following two questions:

Did this event meet your objectives? Y/N (delete as appropriate)

If a similar event were to be organised by the IET, would you encourage a colleague or friend to attend? Y/N (delete as appropriate)

Thank you for your assistance. Please leave this form on the Registration table before you leave



The Knowledge Network

EVENT EVALUATION FORM

Branch:

Event:

The IET is committed to understanding its customers' needs. You can help us by answering the following two questions:

Did this event meet your objectives? Y/N (delete as appropriate)

If a similar event were to be organised by the IET, would you encourage a colleague or friend to attend? Y/N (delete as appropriate)

Thank you for your assistance. Please leave this form on the Registration table before you leave



EVENT ATTENDANCE FORM

Branch:

Event:

Date:

Please print		Please tick			Members of no Institution only - Please complete as appropriate				Remarks / Certificate received
No	Name	IET Member	Other Institution Member	Member of no Institution	Would you like to receive information about other IET Branch events by email	Would you like some information on IET membership	Email address	Telephone number	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									

APPENDIX 6- Third Party Organized Events Approval Procedure

The Appendix covers the procedure to be undertaken by the Branch Officer upon receipt of a request to The IET Hong Kong by a third party for supporting an event organized by that third party.

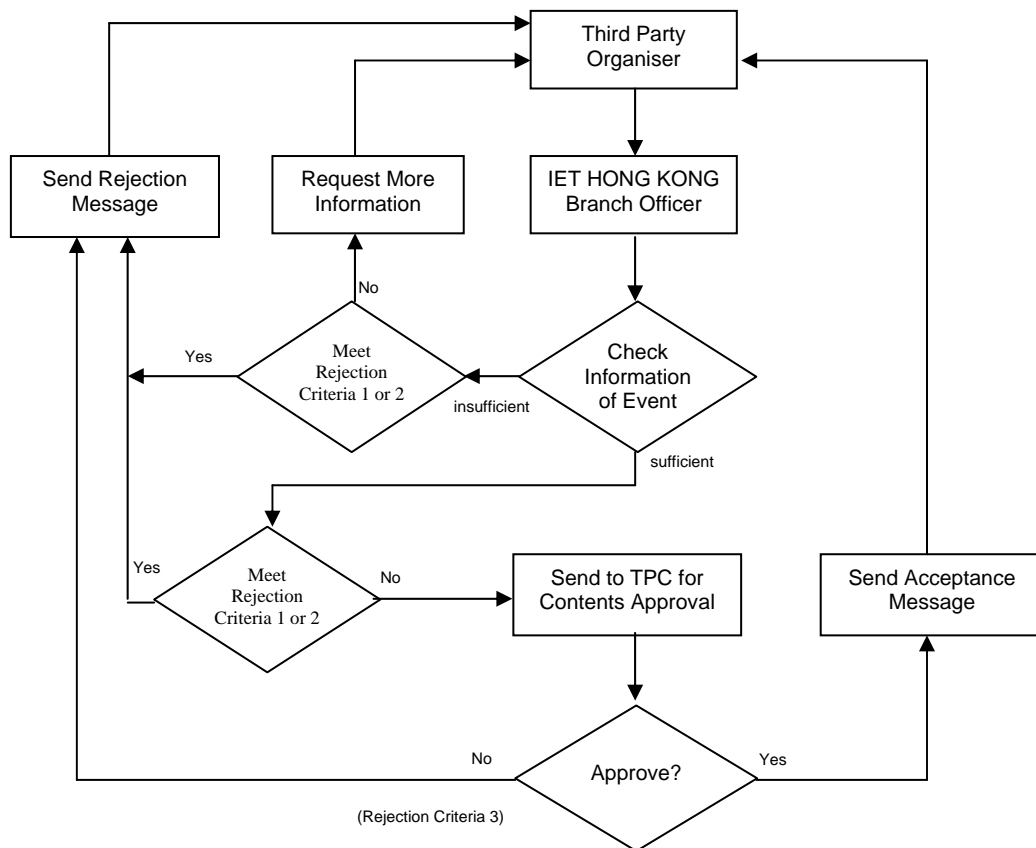
The Branch Officer shall be the focal point of contacts. His / her duties are:

- Collect required information from the third party organiser.
- Recommend acceptance or rejection of supporting the event to the Technical Programme Coordinator for consent.
- Communicate with the third party organizer on acceptance or otherwise in supporting the event.
- In case of acceptance, follow up with the third party organizer on the event.
- Keep record of all third party events either accepted or declined by the IET Hong Kong.

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.

Upon receipt of a request for the 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

The Branch Officer 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 the 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).
- The 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 7)

There are three criteria of rejecting support to a third party event from the IET Hong Kong:

- Rejection Criteria 1: Not falling in the required time slot to publicising to our members.
- Rejection Criteria 2: Fee charging, IET Hong Kong members do not have a concession rate for any charged events.
- Rejection Criteria 3: the Technical Programme 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 7)

When it has been determined that the IET Hong Kong will support a third party event, the Branch Officer shall communicate with the third party organiser and shall follow up with them on the following Event Acceptance items: (Refer to Appendix 7)

- Inform the Newsletter Editor to publicise the event to members.
- Check proper use of the IET Logo, name, and contents in line with the original approved intent of the event
- Review and keep a record of third party promotional materials
- In the case when the third party organizer requesting putting an advertisement in the 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 the IET Hong Kong Newsletter
- Collect IET members' participation data after the event was held

The Branch Officer shall keep the following information on the third party event for future reference:

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

APPENDIX 7 - Sample Correspondence with Third Party Organizers

I. Requesting additional information

We have received your request for The 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 the 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,

Branch Officer
The 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 our IET Hong Kong Newsletter, there will be charge of HK\$4,000.00 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,

Branch Officer
The 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. The 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 to support 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,

Branch Officer
The IET Hong Kong

b. Reject Criteria 2 Message

We have received your request for IET Hong Kong to support 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,

Branch Officer
The 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,

Branch Officer
The 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 8
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: (a) when did it occur? (b) where did it occur? (c) how did it occur? (d) which part of the body is injured?	Date: (a) (b) (c) (d)	Time: 	am/pm
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: (b) If you are still unable to return to work, state the date on which you expect to do so:	from _____ 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? (b) If so, give the name of each Company or Insurer, and amount you are entitled to claim:	(a) (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
 香港九龍彌敦道1號匯豐中心1座18樓
 Tel 電話: 2288 6888 Fax 傳真: 2288 7300
 Telex 電傳: 73201 asaoas

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
渣打保險(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號渣打中心18樓
Tel 電話: 2285 6688 Fax 傳真號碼: 2285 7300
Telex 電傳: 73201 hsbc 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: _____

CLJAC0007(0007)E