

Vetting Committee of the Training Programme Subsidy Scheme
under the Travel Industry Training Fund
旅遊業培訓基金
培訓項目資助計劃評審委員會

Terms of reference

職責

- To provide advice and suggestions for the Training Committee under the Travel Industry Council of Hong Kong (TIC) in relation to the eligibility criteria and procedures for application, the vetting criteria, the terms and conditions of the subsidy, etc of the Training Programme Subsidy Scheme under the Travel Industry Training Fund (Training Fund); 就「旅遊業培訓基金」（「培訓基金」）之下的「培訓項目資助計劃」的申請資格、申請程序、評審準則及資助條款等，向香港旅遊業議會（議會）轄下的訓練委員會提供意見和建議；
- To deliberate and approve applications on the basis of such vetting criteria as laid down by the Training Committee, and to decide the amount of the subsidy for each project, the terms and conditions to be attached, and the details of the project; 按訓練委員會擬定的評審準則考慮和審批申請，並就每個培訓項目決定獲批資助款項的數額，以及所需施加的條款和細則；
- To review the application mechanism of the Training Programme Subsidy Scheme at the request of the Training Committee; and 應訓練委員會的要求，檢討「培訓項目資助計劃」的申請機制；及
- To implement any other functions in relation to the Training Programme Subsidy Scheme as requested by the Training Committee. 由訓練委員會委託，執行與「培訓項目資助計劃」有關的任何其他職能。

Composition

組成

- The Committee comprises seven members, namely two experts in the field of training or education, two travel trade representatives, two persons with relevant experience in programme management or promotion, and one representative of the Tourism Commission. Except for the representative of the Tourism Commission, all other members are appointed by the TIC in their personal capacity and no representatives shall be allowed to attend Committee meetings on behalf of such members. 委員會由七名成員組成，即兩名培訓或教育範疇的專家、兩名旅遊業界代表、兩名具項目管理或推廣經驗的人士，以及一名旅遊事務署代表。除旅遊事務署代表外，其他成員都以個人身份由議會委任，不得委派代表出席委員會會議。
- The Chairman and the Deputy Chairman of the Committee shall be independent persons from outside the travel and tourism industry. 委員會的主席及副主席須為旅遊業以外的獨立人士。

Term of office

任期

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

Presiding member of, quorum for and frequency of meetings

會議的主持成員、法定人數及次數

- The Chairman of the Committee or, in his/her absence, the Deputy Chairman is to preside at Committee meetings.
委員會會議由委員會主席主持。如主席缺席，會議則由委員會副主席主持。
- The quorum for Committee meetings is four members present, who shall include at least one expert in the field of training or education, one travel trade representative, one person with relevant experience in programme management or promotion and the representative of the Tourism Commission.
委員會會議的法定人數為四人，出席的委員之中必須包括至少一名培訓或教育範疇的專家、一名旅遊業界代表、一名具項目管理或推廣經驗的人士，以及一名旅遊事務署代表。
- The Committee will meet, approximately, once every two months to vet applications under the Training Programme Subsidy Scheme depending on the applications received.
視乎「培訓項目資助計劃」的申請情況，委員會約每兩個月召開一次會議評審申請。

Decisions passed at meetings by votes

會議上投票表決

- Decisions of the Committee shall be passed by a simple majority of votes at Committee meetings for which a quorum is formed. Each member present at Committee meetings, including the presiding member of such meetings, shall have one vote. In the case of an equality of votes in favour of and against any motion, the presiding member may have a casting vote.

委員會的決定須在有法定人數出席的委員會會議上，以簡單多數票方式通過。每名出席委員會會議的成員，包括主持會議的成員，在會議上均有一票。如支持及反對某動議的票數相等，則主持會議的成員亦有權投決定票。

Confidentiality

保密原則

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

Declaration of interests

成員利益申報

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

Member list

成員名單

Chairman: 主席：	1. Dr LEUNG Hip Hung 梁協雄博士	Former Senior Assistant Executive Director of the VTC 前職業訓練局高級助理執行幹事
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Deputy chairman: 副主席：	2.	Dr Alice HON 韓曉瑩博士	Associate Professor, School of Hotel and Tourism Management, The Hong Kong Polytechnic University 香港理工大學酒店及旅遊業管理學院 副教授
Trade Members*: 業界委員*：	3.	Mr Andrew LEUNG <i>JP</i> 梁志群先生 <i>JP</i>	Director, Cathay Holidays Limited 國泰假期有限公司董事
	4.	Mr Derek TSE 謝宇德先生	General Manager, ECO Travel Limited 綠恆生態旅遊有限公司總經理
Non-trade Members*: 非業界委員*：	5.	Dr AU Chi Kin 區志堅博士	Assistant Professor, Department of History, Hong Kong Shue Yan University 香港樹仁大學歷史學系助理教授
	6.	Mr Felix CHAN 陳海勁先生	General Manager, Business Development, Hong Kong Tourism Board 香港旅遊發展局業務拓展總經理
	7.	Ms Trinky CHAN 陳子琪女士	Assistant Commissioner for Tourism, Tourism Commission, Commerce and Economic Development Bureau 商務及經濟發展局旅遊事務署旅遊事務 助理專員

* In alphabetical order
依姓氏字母順序排列