

Guideline for Amendment Request through the CIBS Website

FOREWORD

1. CIBS Producers are responsible for producing programmes according to the approved proposals.
2. Programme details of the 13-episode programme should not be changed unless difficulties arise.
3. In such cases, prior approval of any amendment should be obtained from the CIBS Secretariat.
4. Follow the guidelines below to submit your amendment request through the CIBS website.

5. Go to the CIBS website, <https://cibs.rthk.hk/>, find the log-in box at the **upper right corner** to log-in to your account.

The screenshot displays the CIBS website interface. At the top left, the RTHK-HK logo and the text '社區參與廣播服務' (COMMUNITY INVOLVEMENT BROADCASTING SERVICE) are visible. The main banner features a woman holding a microphone and two children with colorful pom-poms, with the slogan '不如開咪' (Why not open the mic) in a speech bubble. The central text reads '社區參與廣播服務' and 'COMMUNITY INVOLVEMENT BROADCASTING SERVICE'. On the right, a cartoon character with a basketball and a microphone is shown. In the upper right corner, a login form is open, containing fields for 'Email' and 'Password', and buttons for 'Login', 'Registration', and 'Forgot password'. Below the banner, there are two circular icons: a microphone for 'Be a Broadcaster' and headphones for 'Listen to CIBS'.

6. After logged-in, you will be redirected to the “**My Profile**” page. Click the “**My Production**” button and you will be redirected to the “**Production**” Page, where all your programme proposal(s) will be shown.



My Profile

Name Chris Wong

Telephone No. 9xxxxxxx

Email Address chriswong@abc.org

I agree to receive updates about CIBS.

[Edit profile](#) [Change Password](#)

[My Application](#) [My Production](#)




7. Locate the right Quarter and click the “Amend” button to open the proposal.

ETHK-HK 香港電台 社區參與廣播服務 COMMUNITY ENGAGEMENT BROADCASTING SERVICE

A A+ A++ 繁 / 簡 My Profile / Logout
Be a Broadcaster Listen to CIBS About Public Voting Resources Feedback

Production


Apply >
Result >
Production

 Production
Amend Production Details

29th Quarter	Programme Theme	Art and Culture Ethnic Minorities Open Topic
	Broadcasting Date	2020/07/06 to 2020/10/04
	Application Date	2019/10/31 at 9:00 a.m. to 2019/12/19 at 5:30 p.m.
	Amend View	

30th Quarter	Programme Theme	Religion and Philosophy Ethnic Minorities Open Topic
	Broadcasting Date	2020/10/05 to 2021/01/03
	Application Date	2019/10/28 at 9:00 a.m. to 2019/12/19 at 5:30 p.m.
	View	

8. You may update the production crew list if needed.

You may amend the Post, Full Name and Relevant Experience of each crew member by clicking the corresponding pencil icon . You will then see a data box where you may fill in the details including **the content you need to amend and the reason for the amendment.**

To add a crew member, click the pencil icon(s) of a new row, fill in the information required, and provide the reason of change in each amendment box.









Please note that amendment request shall be made prior to the participation of the concerned crew member.

4 Production Crew List

Click  to make amendment, and  to delete a row.

 Print


*Please state the relevant experiences of the production crew (e.g. project coordinator, producer, etc.). (If you find any difficulties, please read the template for reference.)

Post	Full Name	Relevant Experiences (Maximum 250 characters)
1.   Project Coordinator *	 SIU MING WONG	 Worked for various event management company. Over 8 years solid experience in coordination work.
2.   Presenter / Actor *	 CHAN DAI MAN	 member of ABC University Radio Station. He has a good voice and presentation skills

Amend to

Reason of change

Admin comment









9. To remove a crew member from the list, click the  button on the row of that member, and provide the reason of change.


4 Production Crew List

Click  to make amendment, and  to delete a row.

 Print

*Please state the relevant experiences of the production crew (e.g. project coordinator, producer, etc.). (If you find any difficulties, please read the template for reference.)

Post	Full Name	Relevant Experiences (Maximum 250 characters)
1.   Project Coordinator *	 SIU MING WONG	 Worked for various event management company. Over 8 years solid experience in coordination work.
2.   Presenter / Actor *	 CHAN DAI MAN	 member of ABC University Radio Station. He has a good voice and presentation skills
Reason of remove	Admin comment	
<input type="text" value="He will be out of town during the production period"/>		
	Character: 51/250	

10. You may make amendment request on the episode details if needed. **Please note that all amendment requests shall be made prior to the recording of the corresponding episode.**
11. To update the topic or content of each episode, go to page 3 of your proposal to make amendment.
12. **Click the corresponding pencil icon**  on the left hand side of the particular episode. Fill in the **revised topic or content** inside the amendment box and **provide the reason of the amendment** in the “Reason of change” box.

3.2 * Programme Details of Each Episode (e.g. topic, content, guest list, etc) (You may use the drag and drop function to rearrange the episode order, or tick the box on the right hand side if you need to update the content of that episode.)

Episode 1:		Topic		xxx	Hide Content ^
Content		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Guest Number		2			
Full Name	Mike Porter	Background	Chairman of XXX Association		
Full Name	Cherry Mitchell	Background	Experienced Social Worker		

Amend "Topic" To

Amend "Content" To

(Maximum 1000 characters)

Amend "Guest Number" To

Amend "Guest 1 Name" To Amend "Background" To

(Maximum 100 characters)

Amend "Guest 2 Name" To Amend "Background" To

(Maximum 100 characters)

Reason of change

Admin comment

13. Content of each episode is hidden by default. Click **“Show Content”** to unhide it.

3.2 * Programme
Details of Each
Episode
(e.g. topic, content,
guest list, etc)
(You may use the
drag and drop
function to rearrange
the episode order, or
tick the box on the
right hand side if you
need to update the
content of that
episode.)

 Episode 1:

Topic Episode 1

Hide Content ^

Content Content of Episode one one

Amend "Topic" To

Amend "Content" To

(Maximum 1000 characters)

Reason of change

Admin comment






 Episode 2:

Topic Episode 2

Show Content v




14. You may also **use the drag and drop function** to rearrange the episode order.

	Topic	Episode 5	Show Content ▼
 Episode 6:	Topic	Episode 6	Show Content ▼
 Episode 8:	Topic	Episode 8	Show Content ▼
 Episode 7:	Topic	Episode 7	Show Content ▼
 Episode 9:	Topic	Episode 9	Show Content ▼
 Episode 10:	Topic	Episode 10	Show Content ▼

15. **Provide reason** for changing episode order.

-  Episode 10:
Topic Episode 10 Show Content 

-  Episode 11:
Topic Episode 11 Show Content 

-  Episode 12:
Topic Episode 12 Show Content 

-  Episode 13:
Topic Episode 13 Show Content 

Reason for Changing Episode Order:

Admin comment

16. When you finish all the amendment inputs, go to page 6, read the Declaration and Undertaking statements and **check the box** to accept. **Fill in the verification code.**

17. Press “Submit” after you have completed all entries.

6 Declaration and Undertaking

Click  to amendment

 Print

The applicant hereby declares and undertakes that:

- i) **I, the applicant is not a public officer;**
- ii) I, the applicant is a Hong Kong resident and is aged 18 or above;
- iii) I, the applicant is not a service provider of RTHK
- iv) all information given in this application form and the attached documents are accurate and complete; materials regardless of its forms and statements in the applicati materials of the CIBS, have not infringed upon any copyright or other rights; consent is also given to RTHK to display the materials on its website for public voting;
- v) the application proposal shall remain valid for twelve months from the deadline of application unless it is withdrawn in writing by the applicant; and
- vi) I, the applicant has read the following “Personal Information Collection Statement” and fully understand its content.
Personal Information Collection Statement
 - (a) Personal data provided by applicants in the application forms and all other documents will be used for the following purposes:
 - (i) application assessment; and
 - (ii) evaluation of the effectiveness of the CIBS project.All personal data provided by applicants will be handled with due care. Data will be used for selection and administrative purposes, and may be accessed by relevant third parties. Such data shall not be used for any purposes other than those stated above.
 - (b) Applicants who wish to gain access or make corrections to their personal data may submit requests in writing to the CIBS Secretariat.

* I, the applicant, make this solemn declaration conscientiously believing the same to be true and accurate.



Previous

Submit


Save


Exit

18. Your amendment request will be processed by the Secretariat, and an email will be sent to you when the process is completed. If your request is rejected, please resubmit your request according to the comment(s) given, or seek advice from your facilitator.
19. After your request is approved, you are strongly recommended to save a copy of the latest version of your proposal. You may go to the “**Production**” Page and click the “View” button in the corresponding quarter box. Click the “**Print**” button on the **upper right corner** to print or save your latest proposal.

Production

Apply >
Result >
Production

 **Production**
Amend Production Details

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