



社區參與廣播服務

COMMUNITY INVOLVEMENT BROADCASTING SERVICE

BONDING THROUGH BROADCASTING



ip



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社區參與廣播服務 說明書 | 第二十三版

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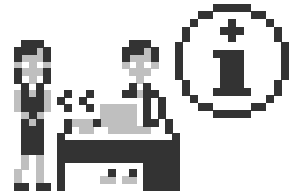
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社區參與廣播服務

- 1.1. 社區參與廣播服務由香港電台撥出部分廣播時段，提供平台予社區、非政府機構及弱勢社群參與廣播。
- 1.2. 香港電台提供製作資助，讓有意參與製作節目的團體或人士申請，用於製作電台節目。

2



申請須知

2.1. 宗旨

2.1.1. 社區參與廣播服務應為社會帶來廣泛的社會增益，包括：

- 2.1.1.1. 多元意見、多樣文化及社會共融；
- 2.1.1.2. 彼此尊重、社會同理心及公民意識；
- 2.1.1.3. 創意、獨特意念及人才培育；及
- 2.1.1.4. 社區參與。

2.1.2. 社區參與廣播服務的目的並非尋找專業的廣播人員。成為社區參與廣播製作人，基本條件是要擁有原創構思及通過廣播傳達目標訊息的能力。

2.2. 申請資格

2.2.1. 團體，包括：

2.2.1.1. 根據《公司條例》(第32章)或(第622章)註冊的團體；

2.2.1.2. 根據《社團條例》(第151章)註冊的團體；

2.2.1.3. 根據《稅務條例》(第112章)第88條獲豁免繳稅的慈善機構；及

2.2.1.4. 依據上述條例成立的團體的屬會。

申請團體必須委派一位團體申請負責人，負責一切相關事宜。香港電台僱員不能擔任團體申請負責人。

2.2.2. 個人

申請人提交申請時，必須是18歲或以上的香港居民。

2.2.3. 社區參與廣播服務對象為社區、非政府機構及弱勢社群，不接受政府架構內各部門或公職人員¹⁾的申請。

2.2.4. 香港電台第II類服務提供者不能提出申請或擔任團體申請負責人。

2.3. 申請辦法和守則

2.3.1. 全年設有兩次申請期，每期接受兩個節目季度的申請。網站 cibs.rthk.hk 會發佈每季可供申請的廣播時數上限。

2.3.2. 每一申請團體²⁾/申請人每季度只可遞交一份《申請表格》。如有違反，香港電台有權取消其申請資格。

2.3.3. 申請團體/申請人需登入網站 cibs.rthk.hk，填妥《申請表格》；如欲申請製作資助，必須填妥表格中製作資助部分，於申請截止之前提交。

¹ 任何在特區政府擔任受薪職位的人，不論該職位屬長設或臨時性質。

² 依據2.2.1.1. 段、2.2.1.2. 段、2.2.1.3. 段所述條例成立的團體及其屬會可分別獨立申請。

- 2.3.4. 秘書處收到《申請表格》後十天內，透過電子郵件或郵件寄出已收到《申請表格》的通知。
- 2.3.5. 《申請表格》上的個人資料僅供香港電台社區參與廣播服務之用。

3



評審

3.1. 評審委員會的組成

評審委員會由七名來自不同範疇及專業界別的成員組成，其中包括一名熟悉少數族裔議題的人士。主席及全部成員經不少於三人組成的小組推薦後，由廣播處長委任。

3.2. 評委會的職權範圍

- 3.2.1. 評審社區參與廣播服務的申請，並向廣播處長提出建議，請予批准。
- 3.2.2. 評委會的討論和決定必須符合評審程序及準則(見3.3段)及資助準則(見7段)。
- 3.2.3. 透過秘書處就有關社區參與廣播服務事宜向香港電台提供意見。

3.3. 評審程序及準則

評審程序分為：

3.3.1. 第一輪評審

公眾投票與評分員評分同步進行，總分共100分。

3.3.1.1. 公眾投票

3.3.1.1.1. 合資格的申請團體/申請人資料會上載網站 cibs.rthk.hk 供公眾投票之用，投票結果視作為公眾意見的指標。

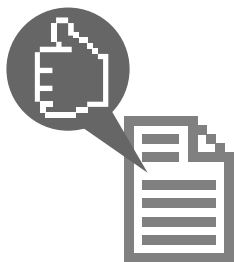
3.3.1.1.2. 每位公眾人士可投票一次，當中可讚好 (Like) 一個或多個節目構思。

3.3.1.1.3. 投票走勢在網站 cibs.rthk.hk 公開。

3.3.1.1.4. 公眾投票中獲得最多讚好的申請團體/申請人得25分³⁾。

3.3.1.2. 評分員評分

3.3.1.2.1. 根據申請團體/申請人的《申請表格》內容評分。



³ 公眾投票分數計算方法：

該申請從公眾投票中所得讚好的票數 ÷ 公眾投票中所得最多讚好的票數 × 25 = 該申請從公眾投票中所得的分數

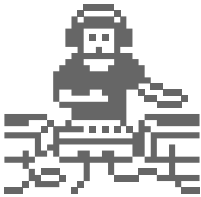
3.3.1.2.2. 評分分為節目可帶來的**社會增益**⁽⁴⁾及**製作可行性**⁽⁵⁾兩個部分。**社會增益**滿分為40分；**製作可行性**滿分為35分。

3.3.1.2.3. 若個別評分員申報與申請團體/申請人有利益衝突，便不能為該申請評分。

3.3.1.3. 第一輪評審結果

3.3.1.3.1. 秘書處結合公眾投票與評分員的評分，得出各申請的第一輪分數。

3.3.1.3.2. 評委會參考各申請的分數、當季的廣播時數、各主題的申請反應等因素，選出面試名單。若個別評委申報與申請團體/申請人有利益衝突，便不能評審該申請。



3.3.2. 第二輪評審

3.3.2.1. 評委會與面試名單中的申請團體/申請人進行面試，就節目計劃作出提問，進一步了解其申請。

3.3.2.2. 評委會參考申請團體/申請人的面試表現及第一輪評審結果作出評分，總分為100分。評分分為節目可帶來的**社會增益**及**製作可行性**兩部分。**社會增益**滿分為55分，**製作可行性**滿分為45分，合計得出第二輪的評審結果。

4 社會增益

- 多元意見、多樣文化及社會共融
- 彼此尊重、社會同理心及公民意識
- 創意、獨特意念及人才培育
- 社區參與

一般而言，讓日常較少有機會在公眾場合發聲或從未入選社區參與廣播服務的申請團體/申請人製作節目，可被視為帶來更大社會增益。

5 製作可行性

- 計劃可行性
- 申請團體/申請人的組織能力
- 申請團體/申請人在社區參與廣播服務的往績 (只適用於第二輪評審)

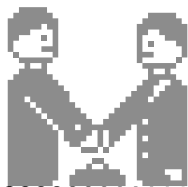
一般而言，團體申請或錄音節目，可被視為較具製作可行性。

3.3.3. 最終評審結果

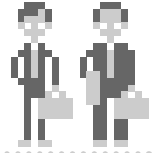
- 3.3.3.1. 評委會參考第二輪評審結果，並按當季的廣播時數及主題安排，建議最終的入選及候補名單。如出現分數相同的情況，將優先考慮從未成功的申請團體/申請人。
- 3.3.3.2. 製作資助的申請，由評委會根據資助準則評審，並可提出修訂建議。
- 3.3.3.3. 經廣播處長批准後，即成為該期申請的最終結果。
- 3.3.3.4. 秘書處於廣播處長確認結果後十天內通知申請團體/申請人評審結果，並在六星期內提供評委會評語。
- 3.3.3.5. 申請不設上訴機制。入選的申請團體/申請人若不接納評審結果，其入選資格將被取消。

3.3.4. 簽署《協議》

- 3.3.4.1. 入選的申請團體/申請人需要參與促導講座，以了解《協議》、《防止賄賂條例》、《電台業務守則 — 節目標準》、《香港電台約章》、香港電台《節目製作人員守則》和《香港電台編輯政策及流程》。
- 3.3.4.2. 秘書處會以書面通知入選的申請團體/申請人有關簽署《協議》事宜。若入選的申請團體/申請人未能於指定日期內簽署《協議》，其入選資格或被取消。
- 3.3.4.3. 《協議》清楚訂明入選的申請團體/申請人與香港電台的職責及責任。入選的申請團體/申請人於簽署《協議》後，即成為社區參與廣播製作人。



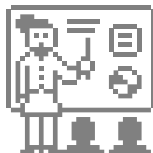
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社區參與廣播製作人的責任

- 4.1. 履行與香港電台簽署的《協議》內容，製作節目，並為任何違反廣播規例及廣播準則的情況負責。
- 4.2. 禁止利用節目製作或相關活動收取獲批資助以外的收入或利益。
- 4.3. 委派一位計劃統籌人負責管理節目。
- 4.4. 監察資助的運用。
- 4.5. 遵守《防止賄賂條例》（香港法例第201章）、由通訊事務管理局發出的《電台業務守則 — 節目標準》，以及《香港電台約章》、香港電台《節目製作人員守則》和《香港電台編輯政策及流程》。
- 4.6. 確保其製作的節目符合廣播的技術標準。
- 4.7. 自行安排製作流程中所需的錄音室及其他技術設備。

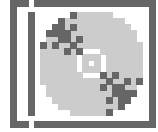
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香港電台的角色和提供的支援

- 5.1. 為有志參加社區參與廣播服務的申請團體/申請人提供資訊，並上載網站 cibs.rthk.hk，內容包括技術要求、錄音室租賃參考資料、廣播規例及廣播準則、採購服務和物品的程序、版權規定及公共廣播服務理念等。
- 5.2. 負責行政工作及擔當促導角色，並督促社區參與廣播製作人遵守由通訊事務管理局發出的《電台業務守則 — 節目標準》，以及《香港電台約章》、香港電台《節目製作人員守則》和《香港電台編輯政策及流程》。除非社區參與廣播製作人提出要求，或未能遵守上述規定，否則香港電台不會參與節目的編輯事宜。
- 5.3. 委派香港電台人員擔任促導員，跟進每個社區參與廣播節目，要求社區參與廣播製作人遵守《協議》條款。
- 5.4. 督促獲製作資助的社區參與廣播製作人善用公帑。
- 5.5. 如社區參與廣播製作人的表現未如理想，或違反《協議》訂明的任何條件，香港電台有權以書面通知社區參與廣播製作人終止《協議》。
- 5.6. 香港電台就社區參與廣播服务的安排擁有最終決定權。

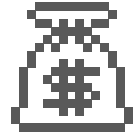
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提交節目

社區參與廣播製作人必須於節目播出日期前約四個星期或香港電台同意的日期，完成製作節目的首兩集交予香港電台。由節目的第三集起，每集必須於播出日期前約兩個星期或香港電台同意的日期交予香港電台。如節目未符合廣播水平，香港電台會要求社區參與廣播製作人修改，並於七日內或香港電台指定的日期交予香港電台。提交的節目必須為wav格式電腦檔案(48kHz, 16bit)，或香港電台指定的格式。

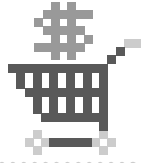
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資助準則

- 7.1. 獲製作資助的社區參與廣播製作人必須先支付製作開支，再申領資助款項。
- 7.2. 香港電台只會按照《協議》批准之項目發放製作資助予社區參與廣播製作人，並採用實報實銷的原則。
- 7.3. 除非香港電台同意，否則獲批單位價格及數量均不得更改。
- 7.4. 半小時節目資助上限為每集港幣7,500元（13集為港幣97,500元）；一小時節目資助上限為每集港幣15,000元（13集為港幣195,000元）。
- 7.5. 社區參與廣播服務的核心精神在於推動志願服務，每名製作人員可申領的車馬費劃一為每集港幣300元。每集節目可申領車馬費的崗位及名額上限分別為：計劃統籌人、編導、製作技術員各一名；編劇/撰稿員、資料搜集員各兩名；主持/演員八名，總人數上限為十人。即使擔任多於一個崗位，每人每集只能領取港幣300元。

8



採購服務和物品

- 8.1. 採購服務和物品必須符合公開、公平及物有所值的原則，避免出現實際、表面或潛在的利益衝突；而採購的服務和物品必須與節目製作有直接關係。
- 8.2. 採購的服務和物品，若不超過港幣1,000元，必須索取一個口頭或一份書面報價，並確保收費/價格合理；若在港幣1,000元以上但不超過港幣50,000元，必須取得最少兩份書面報價；若在港幣50,000元以上，則必須取得最少五份書面報價。社區參與廣播製作人必須採購最物有所值的服務和物品。
- 8.3. 租用錄音室的時數必須事先進行採購。考慮到社區參與廣播服務屬志願性質，容許錄音的安排具彈性，所以社區參與廣播製作人可以將租用錄音室的時數劃分為數節(sessions)，但每節時數不可少於8小時，每節的時數可分配於不同的日子。社區參與廣播製作人可以以一節作為進行採購服務的單位(unit)。舉例說，若估計錄音總時數為40小時，最多可分作5節，每節8小時，社區參與廣播製作人可分5次採購錄音室服務。每次採購的租金不超過港幣50,000元，必須取得最少兩份書面報價；港幣50,000元以上，必須取得最少五份書面報價。
- 8.4. 購買音樂鐳射唱片總值不得超過港幣1,000元，數量不得超過十隻。
- 8.5. 以製作資助購買的物品，在節目製作完成後，需按要求交回香港電台。

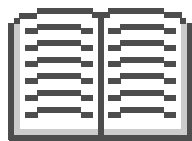
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付款安排

- 9.1. 申請製作資助的申請團體/申請人必須持有本地銀行戶口，作為申領資助款項之用。
- 9.2. 申請團體/申請人可申請預支獲批資助款項的百分之二十(20%)，但必須在《申請表格》提出申請。如獲評委會接納，申請團體/申請人必須於《協議》生效日期起計三十天內提交《付款申請表格》(Payment Request Form)，逾期當自動放棄。
- 9.3. 製作資助以實報實銷的原則發放。
- 9.4. 社區參與廣播製作人必須於香港電台訂定的限期內提交全部節目及指定文件，包括：評估報告、音樂或資料的版權證明及由按照《專業會計師條例》(第50章)註冊的執業會計師所發出的《有限保證鑑證財務報告》(Limited Assurance Engagement Report)(附《開支表》)等。香港電台確認提交的節目符合技術規格和提交的文件有效後，會通知社區參與廣播製作人於六星期內發送《付款申請表格》予香港電台。
- 9.5. 根據《協議》規定，香港電台只會發放相等或低於獲批資助款項的實際支出(以《有限保證鑑證財務報告》為準)；如支出超過獲批的資助款項，社區參與廣播製作人必須自行承擔。
- 9.6. 資助款項將於香港電台確認社區參與廣播製作人的《付款申請表格》後三十日內發放。

10



社區參與廣播服務的管制

10.1. 社區參與廣播節目的管制

- 10.1.1. 社區參與廣播節目必須符合香港電台之要求，包括但不限於由通訊事務管理局發出的《電台業務守則 — 節目標準》，以及《香港電台約章》、香港電台《節目製作人員守則》和《香港電台編輯政策及流程》，而廣播處長可就相關事宜作最終決定。
- 10.1.2. 香港電台有責任確保社區參與廣播服務向公眾負責。社區參與廣播製作人在完成十三集的製作後，必須提交評估報告。香港電台會按情況就評估報告提供補充意見，評估報告將用作檢討社區參與廣播服務。
- 10.1.3. 鑑於社區參與廣播服務由公帑資助，節目版權歸香港電台所有。社區參與廣播製作人如有意將其節目作其它用途，必須事先取得香港電台同意。

10.2. 製作資助的管制

- 10.2.1. 申請團體/申請人提交《申請表格》供評委會評審時，必須列明聽眾對象及預期效果。
- 10.2.2. 廣播處長可就製作資助用途訂定管制條款，要求獲資助的社區參與廣播製作人遵守。
- 10.2.3. 香港電台會視察社區參與廣播製作人的製作進度。
- 10.2.4. 獲製作資助的社區參與廣播製作人必須在節目播放後提交指定文件(見9.4段)，並必須獲廣播處長信納。
- 10.2.5. 獲製作資助的社區參與廣播製作人的表現若未如理想，或違反《協議》訂明的任何撥款條件，香港電台保留權利不發放獲批的製作資助，或只發放部分獲批的資助，並有權追回已發放的製作資助。
- 10.2.6. 如社區參與廣播製作人未能提交節目或因其它因素引致節目不能播出，香港電台有權要求社區參與廣播製作人就行政開支作出賠償，賠償額一般不超過獲批製作資助的百分之二十(20%)。
- 10.2.7. 獲製作資助的社區參與廣播製作人必須妥善保存所有相關記錄，包括採購文件、車馬費記錄，以及獨立和完整帳目，以供香港電台或政府代表隨時查閱及檢查。記錄必須於製作資助發放或《協議》終止後保存七年。



社區參與廣播服務
COMMUNITY INVOLVEMENT
BROADCASTING SERVICE

網址：cibs.rthk.hk

查詢熱線：2331 2334

查詢電郵：cibs@rthk.hk

Facebook專頁：RTHKCIBS



Community Involvement Broadcasting Service Handbook | THE TWENTY-THIRD EDITION

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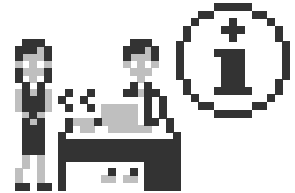
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Community Involvement Broadcasting Service

- 1.1. To implement the Community Involvement Broadcasting Service (CIBS), Radio Television Hong Kong (RTHK) was tasked to devote part of its airtime to provide a platform for the community, non-governmental organisations and the underprivileged to participate in broadcasting.
- 1.2. RTHK provides funding for application by organisations or individuals interested in producing programmes under the CIBS.

2



Application

2.1. Objectives

- 2.1.1. The CIBS seeks to promote a wider range of social gains to the community, namely-
 - 2.1.1.1. plurality, diversity and social inclusion;
 - 2.1.1.2. mutual respect, social empathy and civic mindedness;
 - 2.1.1.3. creativity, uniqueness and talent nurturing; and
 - 2.1.1.4. community involvement.

- 2.1.2. The aim of the CIBS is not to look for professional broadcasters. The basic requirements for a CIBS Producer are originality and the ability to communicate the intended messages through broadcasting.

2.2. Eligibility Criteria

2.2.1. Organisations, including-

- 2.2.1.1. organisations registered under the Companies Ordinance (Cap. 32) or (Cap. 622);
- 2.2.1.2. organisations registered under the Societies Ordinance (Cap. 151);
- 2.2.1.3. charitable institutions exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112); and
- 2.2.1.4. members of umbrella organisations of the above.

Applicant should assign an organisation representative for the application who will be responsible for any matter related to the application. Employees of RTHK cannot act as the organisation representative for the application.

2.2.2. Individuals

Applicants must be Hong Kong residents aged 18 or above at the time of the application.

- 2.2.3. The CIBS aims to provide service for the community, non-governmental organisations and the underprivileged. Applications by organisations in the government structure or public officers⁽¹⁾ are not accepted.

- 2.2.4. Category II service providers of RTHK cannot apply for the CIBS or act as the organisation representative for the application.

2.3. Application Procedures and Rules

- 2.3.1. Two rounds of application will be invited in each year. Two seasons of CIBS programmes will be selected in each round. The ceiling of broadcasting hours in each season will be released on cibs.rthk.hk.

¹ Any person holding an office of emolument under the Government, whether such office be permanent or temporary.

- 2.3.2. Each applicant⁽²⁾ can only submit one Application Form in each season. Applications in breach of the above are subject to disqualification.
- 2.3.3. Applicants should log on to the website cibs.rthk.hk to complete the Application Form. For those who wish to apply for funding should fill in the part of Funding Support for Production. All applications should be submitted by the submission deadline.
- 2.3.4. The Secretariat will send the applicants an acknowledgement of receipt by post or email within ten days from the receipt of the Application Forms.
- 2.3.5. Personal data contained in the Application Form will be used by the CIBS internally.

² Organisations and their subsidiaries which are established in accordance with the ordinances mentioned in paragraph 2.2.1.1., 2.2.1.2., and 2.2.1.3. may apply independently.

3



Selection

3.1. Composition of Selection Committee

The Selection Committee comprises seven members from different fields and professions, including an individual familiar with ethnic minority issues. The Chairperson and all members are appointed by the Director of Broadcasting upon recommendation by a working group of no less than three members.

3.2. Terms of Reference for Selection Committee

3.2.1. To assess applications for the CIBS and make recommendations to D of B for approval.

3.2.2. Deliberations and decisions made by the Selection Committee have to be in accordance with the CIBS selection process and criteria (see paragraph 3.3) and the funding criteria (see paragraph 7).

3.2.3. To advise RTHK, through the Secretariat, on any matters related to the CIBS.

3.3. Selection Process and Criteria

The selection process is divided into:

3.3.1. First Round Selection

Public voting and scoring by the Assessors will be conducted concurrently. The total score is 100.

3.3.1.1. Public Voting

3.3.1.1.1. Information of eligible applications will be uploaded

to cibs.rthk.hk for public voting purpose. The votes received will serve as the indicator of public views.

3.3.1.1.2. The public may add “Like” to any particular programme under application and may add “Like” to more than one programme. Each individual can only submit a vote once.

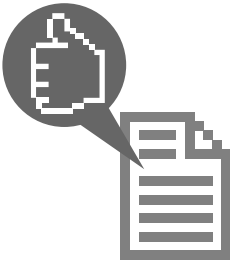
3.3.1.1.3. Trends of the public voting will be updated on cibs.rthk.hk.

3.3.1.1.4. The applicant receiving the largest number of “Like” will be awarded a score of 25.⁽³⁾

3.3.1.2. Scoring by the Assessors

3.3.1.2.1. Scoring is made according to the content of the Application Form.

3.3.1.2.2. Score is derived from two aspects, namely **social gains**⁽⁴⁾ from the CIBS programmes and **feasibility of programme productions**⁽⁵⁾. The full scores for **social gains** and **feasibility of programme productions** are 40 and 35 respectively.



³ Computation of scores derived from public voting: The number of “Like” a proposal obtained from public voting ÷ the number of “Like” the most popular proposal obtained from public voting x 25 = the score the proposal received from public voting

⁴ Social Gains

- plurality, diversity and social inclusion
- mutual respect, social empathy and civic mindedness
- creativity, uniqueness and talent nurturing
- community involvement

In general, empowering applicants whose voices are not usually heard in public or who have never been selected by the CIBS to produce radio programmes can be considered as promoting better social gains.

⁵ Feasibility of Programme Productions

- the project feasibility
 - the organising ability of applicants
 - the track record of applicants in CIBS (applicable only to the second round selection)
- In general, applications by organisations or recorded programmes can be considered as more feasible.

3.3.1.2.3. If an Assessor declares a conflict of interest with any applicant(s), he/she will not score the application concerned.

3.3.1.3. Result of the First Round Selection

3.3.1.3.1. The Secretariat will add up the scores from the public voting and the Assessors to arrive at the scores obtained by each application in the first round selection.

3.3.1.3.2. Having considered the scorings of all applications, the broadcasting hours allocated for the CIBS in the season concerned and response of application for all programme themes etc., the Selection Committee will shortlist the entries for interview. If a member of the Selection Committee declares a conflict of interest with any applicant(s), he/she will not assess the application concerned.

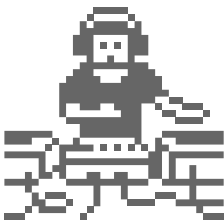
3.3.2. Second Round Selection

3.3.2.1. The Selection Committee will interview the applicants on the interview list and raise questions on their programme proposals to further understand their applications.

3.3.2.2. Having considered the performance of the applicants in the interview and the result in the first round selection, the scores given by the Selection Committee for each application will be considered as the result of the second round selection. A total score of 100 is derived from two aspects, namely **social gains** from the CIBS programmes and **feasibility of programme productions**. The full scores for **social gains** and **feasibility of programme productions** are 55 and 45 respectively.

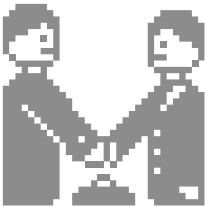
3.3.3. Final Selection Result

- 3.3.3.1. Having considered the result in the second round selection, the broadcasting hours allocated for the CIBS in the season concerned and for different programme themes, the Selection Committee will propose the successful and waitlisted entries. In case the same score is given to different applicants, priority should be accorded to the one whose application has not been selected before.
- 3.3.3.2. The Selection Committee will vet the applications for the funding support for production according to the funding criteria, and may revise their budgets.
- 3.3.3.3. With the approval of D of B, the result proposed by the Selection Committee should be deemed as the final result for the round of application.
- 3.3.3.4. After the confirmation of the final selection result, the Secretariat will notify the applicants of the selection result within ten days and the comments within six weeks.
- 3.3.3.5. There will be no appeal mechanism for the applicants. The successful applicants will be disqualified if they refuse to accept the selection result.

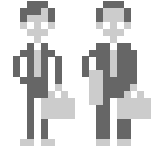


3.3.4. Signing of Agreement

- 3.3.4.1. The successful applicants are required to participate in a briefing on the terms of the Agreement, the Prevention of Bribery Ordinance, the Radio Code of Practice on Programme Standards, the Charter of RTHK, Producers' Guidelines and the Editorial Policies and Processes of RTHK.
- 3.3.4.2. The Secretariat will notify the successful applicants in writing about the signing of Agreement. The successful applicants will be disqualified if they cannot sign the Agreement on or before a specified date.
- 3.3.4.3. RTHK will enter into an Agreement with the successful applicant in which duties and liabilities of both parties will be clearly stipulated. After the signing of Agreement, the successful applicant will be regarded as a CIBS Producer.



4



Duties and Liabilities of the CIBS Producers

- 4.1. Fulfilling duties and liabilities in the Agreement signed with RTHK, producing programmes and being held liable for any breach of broadcasting regulations and standards.
- 4.2. Earning income or gaining interest from the programme productions or activities related to the production except for the allocated funding is prohibited.
- 4.3. Assigning a project coordinator who will be responsible for the management of their CIBS programme.
- 4.4. Monitoring the use of funding.
- 4.5. Complying with the Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong), the Radio Code of Practice on Programme Standards issued by the Communications Authority, and the Charter of RTHK, Producers' Guidelines and the Editorial Policies and Processes of RTHK.
- 4.6. Ensuring compliance with the technical standards for broadcasting.
- 4.7. Sourcing studios and other technical facilities required for the production.

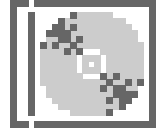
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Role and Support of RTHK

- 5.1. Providing information on cibs.rthk.hk to applicants interested in the CIBS. Topics to be covered include technical requirement, a reference list of studio rental suppliers, broadcasting regulations and standards, procedures for procuring services and goods, copyright requirements and values of public service broadcasting.
 - 5.2. Administering and facilitating the CIBS, and ensuring the CIBS Producers are in compliance with the Radio Code of Practice on Programme Standards issued by the Communications Authority, and the Charter of RTHK, Producers' Guidelines and the Editorial Policies and Processes of RTHK. RTHK will not be involved in the editorial matters of the programmes unless upon the request of the CIBS Producers or in case of non-compliance.
 - 5.3. Assigning RTHK Facilitators to follow up on each CIBS programme and requiring the CIBS Producers to comply with the terms of the Agreement.
 - 5.4. Ensuring the proper use of public funding by the CIBS Producers with funding support.
 - 5.5. Reserving the right to terminate the Agreement by serving written notice upon the CIBS Producers if their performance is not satisfactory, or if any terms or conditions of the agreement are breached.
 - 5.6. Reserving the right to make the final decision on the arrangement for the CIBS.
-

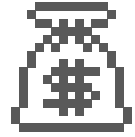
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Submission of Programmes

The CIBS Producers should complete production of the first two episodes of programmes around four weeks before the scheduled broadcasting date or on the date as agreed by RTHK and send them to RTHK. From the third episode onwards, programmes should be submitted around two weeks before the scheduled broadcasting date or on the date as agreed by RTHK. If the programmes fail to comply with the broadcasting standards, RTHK will request the CIBS Producers to amend their outputs and submit the revised programmes to RTHK within 7 days or on a date designated by RTHK. Outputs should be submitted in wav format of computer file (48 kHz, 16 bit) or any format required by RTHK.

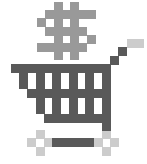
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Funding Criteria

- 7.1. The CIBS Producers with funding support are required to pay for the production expenses before applying for reimbursement.
- 7.2. Reimbursement should only be made on an accountable basis to the approved items specified in the Agreement.
- 7.3. Unless otherwise agreed by RTHK, the approved unit rate and/or quantity of each approved item should not be enhanced in any event.
- 7.4. Funding support is subject to a ceiling of HK\$7,500 per half-hour episode (\$97,500 for 13 episodes) and HK\$15,000 per one-hour episode (\$195,000 for 13 episodes).
- 7.5. As voluntarism is the core spirit of the CIBS, each production crew member may claim for a standard honorarium of HK\$300 per episode. The respective quota for each eligible post for honorarium in each episode is as follows: one for project coordinator, producer, and technical producer, two for scriptwriter and researcher, and eight for presenter/actor. The overall quota is ten. A person assuming more than one post for the same episode can only receive an honorarium of HK\$300.

8

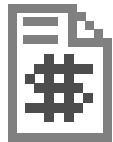


Procurement of Services and Goods

- 8.1. Services and goods should be procured in an open, fair and value for money manner. Actual, perceived and potential conflict of interests should be avoided during the procurement process. The services and goods acquired should be relevant to the programme production.
- 8.2. For the procurement of services and goods up to HK\$1,000, a verbal or written quotation should be obtained. Efforts should be made to ensure that the charges/prices are reasonable. For the procurement of services and goods over HK\$1,000 but not more than HK\$50,000, at least two written quotations should be obtained. For the procurement of services and goods over HK\$50,000, at least five written quotations should be obtained. The CIBS Producers should obtain services and goods at the best value for money.
- 8.3. Studio rental hours should be procured in advance. Considering that the participation in the CIBS is on a voluntary basis, arrangements for programme recording should be flexible. The CIBS Producers are allowed to divide the studio rental hours into sessions. Each session should have a minimum of 8 hours and can be assigned to different days. The CIBS Producers may regard a session as a unit for procurement. For instance, if the estimated total recording hours are 40, they can be divided into 5 sessions of 8 hours each. The CIBS Producers can procure the service 5 times. For procurement up to HK\$50,000, at least two written quotations should be obtained; for procurement over HK\$50,000, at least five written quotations should be obtained.

- 8.4. The total expenditure on music CDs should not exceed HK\$1,000 and the maximum number should not exceed 10 pieces.
- 8.5. Goods purchased with the funding support should be handed over to RTHK on request upon completion of the programme production.

9



Payment Arrangements

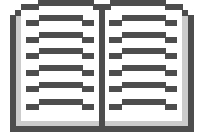
- 9.1. Applicants who wish to apply for funding support for production should have a bank account in Hong Kong for payment purpose.
- 9.2. Applicants may apply for an advance disbursement of 20% of the approved funding. If the application is accepted by the Selection Committee, the applicant should submit the Payment Request Form to the Secretariat within 30 days from the effective date of Agreement. Late submission will not be accepted.
- 9.3. The funding support for production will be disbursed on an accountable basis to the CIBS Producers.
- 9.4. The CIBS Producers should submit to RTHK all programmes and required documents, including evaluation report, Certificate of Royalty on music or information and Limited Assurance Engagement Reports (enclosed with

Statement of Expenditure) prepared by a practicing Certified Public Accountant registered under the Professional Accountants Ordinance (Cap. 50), by the deadline designated by RTHK. After RTHK has confirmed the programmes submitted are in compliance with the broadcasting specifications and the documents submitted are valid, the CIBS Producers will be asked to send the Payment Request Form to RTHK within six weeks.

- 9.5. According to the Agreement, RTHK is entitled to withhold the difference where the actual expenditures of a production (as shown by the “Limited Assurance Engagement Reports”) fall short of the funding approved. As for expenditures exceeding the approved funding, it should be borne by the CIBS Producers.
- 9.6. The approved funding will be disbursed within 30 days from the acknowledgement of the Payment Request Form from the CIBS Producers.



10



Control Mechanism of the CIBS

10.1. Control Mechanism of the CIBS programmes

- 10.1.1. CIBS programmes should comply with RTHK's requirements that include but not limited to the Radio Code of Practice on Programme Standards issued by the Communications Authority, and the Charter of RTHK, Producers' Guidelines and the Editorial Policies and Processes of RTHK, and D of B will have the final decision in this respect.
- 10.1.2. RTHK is responsible for ensuring public accountability of the CIBS. The CIBS Producers will be required to submit evaluation reports upon completion of the 13 episodes. RTHK will provide supplementary comments on the evaluation reports where appropriate. The evaluation reports will be used for the review of the CIBS.
- 10.1.3. In view of the fact that the CIBS programmes are publicly-funded, the copyright of the CIBS programmes will be vested in RTHK. The CIBS Producers should seek the prior consent of RTHK if they intend to use their programmes for other purposes.

10.2. Control Mechanism of funding support for production

- 10.2.1. Applicants will be required to state the target audience and expected deliverables when submitting applications for consideration by the CIBS Selection Committee.

- 10.2.2. D of B may stipulate specific terms to control the use of approved funding support and request the CIBS Producers to comply with such terms.
- 10.2.3. RTHK will monitor the production progress of the CIBS programmes.
- 10.2.4. Upon completion of the broadcast of the programme, the CIBS Producers with funding support should submit required documents (see paragraph 9.4) to the satisfaction of D of B.
- 10.2.5. RTHK reserves the right to withhold the approved funding, disburse only part of the approved funding or recover any approved funding paid to the CIBS Producers with funding support if their performance is not satisfactory or if they breach any terms and conditions stated in the Agreement.
- 10.2.6. RTHK reserves the right to demand from the CIBS Producers compensation of administrative cost incurred if they fail to submit programmes or their programmes are unsuitable for broadcast for any reasons. The compensation will normally not exceed 20% of the approved funding.
- 10.2.7. The CIBS Producers with funding support are required to maintain all relevant records, including procurement documents, honorarium records and separate and complete books of accounts, for inspection and checking by representatives of RTHK or the Government as and when required. Such records should be kept for seven years after the reimbursement is made or the Agreement is terminated.





社區參與廣播服務
COMMUNITY INVOLVEMENT
BROADCASTING SERVICE

Website : cibs.rthk.hk

Enquiry Hotline : 2331 2334

Enquiry Email : cibs@rthk.hk

Facebook Page : RTHKCIBS

