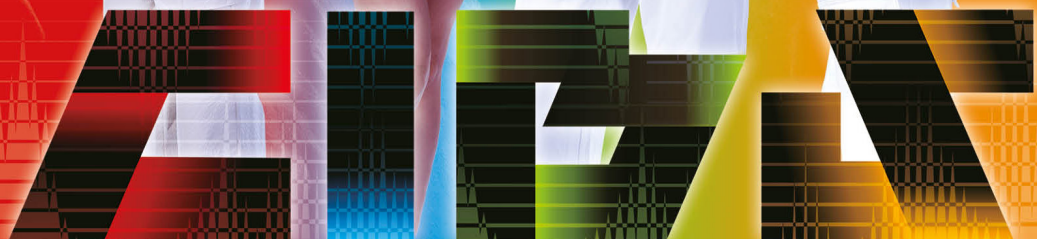


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Community Involvement Broadcasting Service Handbook | THE TWENTY-FOURTH EDITION

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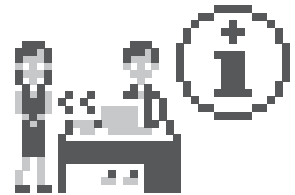
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Community Involvement Broadcasting Service

- 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.

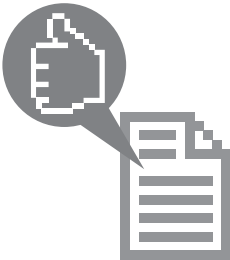
3.3.1.1.3. Trends of the public voting will be updated on cibs.rthk.hk.

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.

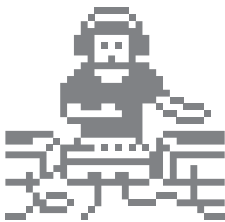
3.3.2. Second Round Selection

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.

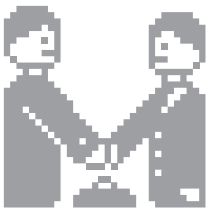
3.3.3. Final Selection Result

- 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 all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Prevention of Bribery Ordinance), regulations and by-law 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.

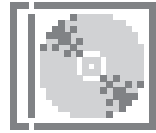
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Role and Support of RTHK

- 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.

6



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.

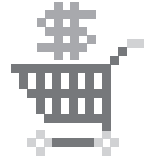
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Funding Criteria

- 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

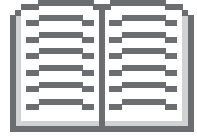
- 9.1. Applicants who wish to apply for funding support for production should have a bank account in Hong Kong for payment purpose.
- 9.2. Applicants may apply for an advance disbursement of 20% of the approved funding. If the application is accepted by the Selection Committee, the applicant should submit 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.



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