

說明書
The Handbook



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社區參與廣播服務

COMMUNITY INVOLVEMENT BROADCASTING SERVICE

第53、54季適用

FOR SEASONS 53 & 54

社區參與廣播服務

說明書 | 第53、54季適用

目錄

1. 社區參與廣播服務	2
2. 申請須知	2
3. 評審	4
4. 社區參與廣播製作人的責任	8
5. 香港電台的角色和提供的支援	9
6. 提交節目	10
7. 資助準則	11
8. 採購服務和物品	12
9. 付款安排	13
10. 社區參與廣播服務的監管機制	14

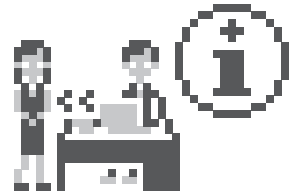
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社區參與廣播服務

- 1.1. 社區參與廣播服務是由香港電台（港台）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. 港台提供製作資助，讓有意製作社區參與廣播節目的團體或個人申請。

2



申請須知

2.1. 宗旨

2.1.1. 社區參與廣播服務旨在為社區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；以及
- 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的基本條件是擁有原創構思和通過廣播傳達目標訊息的能力。

2.2. 申請資格

2.2.1. 符合以下申請資格的團體可以提出申請：

2.2.1.1. (a)根據《公司條例》（第622章）或《舊有公司條例》成立為法團的公司；

(b)根據《稅務條例》（第112章）第88條獲豁免繳稅的慈善機構；或

(c)上述公司或慈善機構的附屬公司、屬會或單位；以及

2.2.1.2. 具有法律行為能力以其名義簽訂合約。

申請團體須委派一名團體申請負責人，負責一切相關事宜。港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，不接受中華人民共和國香港特別行政區政府（政府）架構內各部門或公職人員⁽¹⁾的申請。

2.2.4. 港台第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. 申請程序和規則

2.3.1. 每年會接受兩期申請，在每期申請中會揀選兩季的社區參與廣播節目。網站cibs.rthk.hk會發布每季可供申請的廣播時數上限。

2.3.2. 每一申請團體⁽²⁾／申請人每季只可遞交一份申請。如有違反，港台有權取消其申請資格。

2.3.3. 申請團體／申請人須登入網站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。所有申請須於限期之前提交。

¹任何在政府擔任受薪職位的人，不論該職位屬常設或臨時性質。

²只要符合上文第2.2.1.段所述申請資格，團體及其附屬公司、屬會或單位可分別獨立提出申請。

- 2.3.4. 在收到申請表格後的十天內，秘書處會透過郵件或電郵向申請團體／申請人寄出認收通知。
- 2.3.5. 申請表格上的個人資料（根據《個人資料（私隱）條例》（第486章）的定義）會供港台處理社區參與廣播服務申請之用，以及與上述用途直接有關、由上述用途引起或其附帶的任何其他用途。

3



評審

3.1. 評審委員會的組成

評審委員會（評委會）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。主席及全部成員均由廣播處長委任。

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. 審核製作資助的申請，並可提出修訂建議。
- 3.2.3. 評委會的討論和決定必須符合社區參與廣播服務的評審程序及準則（見第3.3段）和資助準則（見第7段）。
- 3.2.4. 透過秘書處就有關社區參與廣播服務事宜向港台提供意見。

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。公眾投票佔25分，評分員評分佔75分，總分為100分。

3.3.1.1. 公眾投票

3.3.1.1.1. 節目計劃書的相關資料會上載網站 cibs.rthk.hk 供公眾投票之用，投票結果會視為公眾意見的指標。

3.3.1.1.2. 公眾人士可讚好（Like）申請中的任何節目，並可讚好多於一個節目。每人只能投票一次。

3.3.1.1.3. 網站 cibs.rthk.hk 會更新公眾投票走勢。

3.3.1.2. 評分員評分

3.3.1.2.1. 根據申請表格的內容評分。



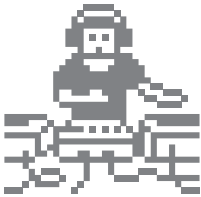
3.3.1.2.2. 評分分為社區參與廣播節目可帶來的**社會增益**⁽³⁾及節目的**製作可行性**⁽⁴⁾兩個部分。**社會增益**滿分為40分；**製作可行性**滿分為35分。

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. 秘書處會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. 經考慮各申請的分數、當季分配予社區參與廣播服務的廣播時數、各節目主題的申請反應等因素後，評委會會選出面試名單。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. 評委會會與面試名單中的申請團體／申請人進行面試，就節目計劃書提問，進一步了解其申請。

3.3.2.2. 經考慮申請團體／申請人的面試表現及第一輪評審結果後，評委會會作出評分，所給分數會被視為第二輪的評審結果。評分總分為100分，分為社區參與廣播節目可帶來的**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。

3 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／申請人製作電台節目，可被視為帶來更大社會增益。

4 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）

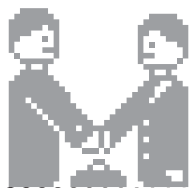
一般而言，團體申請或錄音節目，可被視為較具製作可行性。

3.3.3. 最終評審結果

- 3.3.3.1. 經考慮第二輪評審結果、當季分配予社區參與廣播服務的廣播時數及不同節目主題的分配後，評委會會建議入選及候補名單。如出現分數相同的情況，將優先考慮從未入選的申請團體／申請人。
- 3.3.3.2. 評委會建議的名單，經廣播處長批准後，即成為該期申請的入選節目。
- 3.3.3.3. 秘書處會於確認最終評審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。
- 3.3.3.4. 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. 秘書處會向入選的申請團體／申請人簡介政府與入選的申請團體／申請人就社區參與廣播服務簽訂的協議（《協議》）、《防止賄賂條例》（第201章）、《電台業務守則—節目標準》，以及《香港電台約章》、港台《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。
- 3.3.4.3. 政府將與入選的申請團體／申請人簽訂《協議》，當中清楚訂明雙方的職責、權利及責任。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。



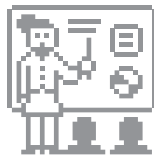
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社區參與廣播製作人的責任

- 4.1. 履行與政府簽署的《協議》訂明的責任，製作節目，並為任何違反廣播規例及標準的情況負責。
- 4.2. 除獲批資助外，禁止藉由節目製作或與製作相關的活動賺取收入或獲取利益。
- 4.3. 委派一名計劃統籌人負責管理所屬的社區參與廣播節目。
- 4.4. 監察資助的運用。
- 4.5. 遵守所有適用的香港法例（包括《中華人民共和國香港特別行政區維護國家安全法》、《維護國家安全條例》、《防止賄賂條例》（第201章））、規例和附例、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》、港台《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. 物色製作所需的錄音室及其他技術設備。

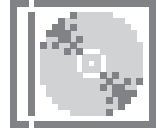
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香港電台的角色和提供的支援

- 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、錄音室租賃供應商參考名單、廣播規例及標準、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. 負責社區參與廣播服務的行政工作及擔當相關促導角色，並確保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》、港台《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，或未能遵守上述指引，否則港台不會參與節目的編輯事宜。
- 5.3. 委派港台人員擔任促導員，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. 確保獲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沒有遵守或履行《協議》所列明的任何義務，以及（在違規事項可予補救的情況下）沒有在港台向社區參與廣播製作人發出書面通知後的指定期限內，就違規事項作出補救並獲港台信納，則港台保留權利以書面通知社區參與廣播製作人終止《協議》。

6



提交節目

社區參與廣播製作人必須於預定播出日期前約四個星期或在港台同意的日期，完成製作節目的首兩集並送交港台。由第三集起，節目必須於預定播出日期前約兩個星期或在港台同意的日期提交。如節目未能符合廣播標準，港台會要求社區參與廣播製作人修改節目，並於七日內或在港台指定的日期把已修訂的節目提交予港台。節目必須以wav格式電腦檔案（48kHz, 16 bit）或港台要求的任何格式提交。

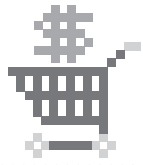
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資助準則

- 7.1. 獲資助的社區參與廣播製作人必須先支付製作開支，再申請發還款項。
- 7.2. 港台只會就《協議》指明的獲批項目發還款項，並採用實報實銷的原則。
- 7.3. 除非另獲港台同意，否則在任何情況下均不得增加每一獲批項目的核准單價及／或數量。
- 7.4. 資助設有上限，半小時節目為每集港幣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合資格崗位及限額分別為：計劃統籌人、編導及製作技術員各一名；編劇／撰稿員及資料搜集員各兩名；以及主持／演員八名，總人數上限為十人。在同一集擔任多於一個崗位的人員，每人每集只能領取港幣300元的車馬費。

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，避免在採購過程中出現實際、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，並須盡力確保收費／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，節目錄音的安排可具彈性。社區參與廣播製作人可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一節作為採購服務的單位(unit)。舉例而言，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。若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；若在港幣50,000元以上，必須取得最少五份書面報價。
- 8.4. 購買音樂鑄射唱片總支出不得超過港幣1,000元，數量不得超過十隻。
- 8.5. 以資助款項購買的物品，在節目製作完成後，必須按要求交回港台。

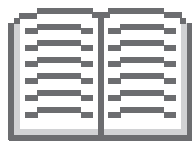
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付款安排

- 9.1. 申請製作資助的申請團體／申請人必須持有香港銀行戶口，作為款項交付之用。
- 9.2. 申請團體／申請人可申請預支獲批資助的百分之二十(20%)（預支款項）
 - 如評委會接納有關申請，申請團體／申請人必須於《協議》生效日期起計三十天內向秘書處提交「付款申請表格」（Payment Request Form）
 - 如申請團體／申請人未能在指定限期內提交「付款申請表格」，其預支款項申請將不獲進一步考慮。
- 9.3. 製作資助以實報實銷的原則發放予社區參與廣播製作人。
- 9.4. 社區參與廣播製作人必須於港台訂定的限期內提交全部遞交物料，包括：節目的所有集數、自我評估報告、音樂或資料的版權證明，以及經《會計及財務匯報局條例》（第588章）所界定，且在任何方面均與社區參與廣播製作人及節目無關的執業單位所擬備、簽署並核證為準確完整的《有限保證鑑證財務報告》（Limited Assurance Engagement Report）（附「開支表」）。港台確認提交的所有集數符合廣播規格和其他遞交物料有效後，會要求社區參與廣播製作人於六星期內發送「付款申請表格」予港台。
- 9.5. 倘《有限保證鑑證財務報告》顯示節目製作的總支出少於獲批資助的總額，則港台有權將獲批資助的總額減至相等於報告所示總支出的款額；如支出超過獲批的資助，社區參與廣播製作人必須自行承擔。
- 9.6. 任何獲批資助款項只會於港台確認收妥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監管機制

10.1. 社區參與廣播節目的監管機制

- 10.1.1. 社區參與廣播節目必須符合港台的要求，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》、港台《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. 港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，必須提交自我評估報告。港台會按情況就自我評估報告提供補充意見，自我評估報告將用作檢討社區參與廣播服務。
- 10.1.3. 鑑於社區參與廣播節目由公帑資助，《協議》所界定的節目知識產權歸港台所有。社區參與廣播製作人如有意將其節目作其他用途，必須事先取得港台同意。

10.2. 製作資助的監管機制

- 10.2.1. 申請團體／申請人提交申請供評委會評審時，必須列明聽眾對象及預期效果。

- 10.2.2. 港台會監察社區參與廣播節目的製作進度。
- 10.2.3. 獲資助的社區參與廣播製作人必須於港台訂定的限期內提交全部遞交物料（見第9.4段），並須獲廣播處長信納。
- 10.2.4. 在以下情況下，港台保留權利暫不支付獲批資助的任何部分，或就該款項任何部分的退還採取行動：(a)港台不滿意所提交的節目或任何遞交物料；(b)港台有合理理由相信，在《協議》的彌償條款下，社區參與廣播製作人對政府蒙受的任何損失或損害負有或將負有法律責任；或(c)暫不付款乃為任何適用法律所規定。
- 10.2.5. 如社區參與廣播製作人未能遵守或履行《協議》所列明的任何義務而被政府終止《協議》，港台保留權利向社區參與廣播製作人索償。
- 10.2.6. 獲資助的社區參與廣播製作人必須備存所有相關記錄，包括採購文件、車馬費記錄，以及獨立和完整帳目，以供港台或政府代表在有需要時查閱及檢查。相關簿冊和記錄必須在《協議》持續期間保存，並在《協議》屆滿或終止後保存最少七年。



社區參與廣播服務
COMMUNITY INVOLVEMENT
BROADCASTING SERVICE

此說明書的中文譯本僅供參考。如中、英文兩個版本有任何抵觸或不相符之處，概以英文版本為準。

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 | For Seasons 53 and 54

..... *Table of Contents*

1. Community Involvement Broadcasting Service	18
2. Application	18
3. Selection	21
4. Duties and Liabilities of CIBS Producers	26
5. Role and Support of RTHK	27
6. Submission of Programmes	28
7. Funding Criteria	29
8. Procurement of Services and Goods	30
9. Payment Arrangements	31
10. Control Mechanism of the CIBS	33

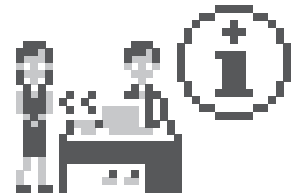
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Community Involvement Broadcasting Service

- 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 wide 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 (CIBS Producer) are originality and the ability to communicate the intended messages through broadcasting.

2.2. Eligibility Criteria

2.2.1. An organisation meeting the following eligibility criteria may make an application under the CIBS:

- 2.2.1.1. (a) being a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance;
(b) being a charitable institution exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112); or
(c) being a subsidiary, affiliated member or unit of the above company or charitable institution; and

2.2.1.2. having legal capacity to enter into a contract in its own name.

Applicants shall 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 structure of the Government of the Hong Kong Special Administrative Region of the People's Republic of China (Government) 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.

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

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.
- 2.3.2. Each applicant⁽²⁾ can only submit one application in each season. Applications in breach of the above are subject to disqualification.
- 2.3.3. Applicants shall log on to the website cibs.rthk.hk to complete the application form. For those who wish to apply for funding shall fill in the part of “Funding Support for Production”. All applications shall 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 form.
- 2.3.5. Personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486)) contained in the application form will be used by RTHK for processing the application for the CIBS and any other purposes directly related to, arising from or incidental to the aforementioned purpose.

² Organisations as well as the subsidiaries, affiliated members or units of the aforementioned organisations may submit an application independently as long as the eligibility criteria under paragraph 2.2.1. above are fulfilled.

3



Selection

3.1. Composition of Selection Committee

The selection committee comprises seven members from different fields and professions (Selection Committee), including an individual familiar with ethnic minority issues. The chairperson and all members are appointed by the Director of Broadcasting (D of B).

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. To vet the applications for the funding support for production, and revise their budgets if necessary.
- 3.2.3. 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).
- 3.2.4. 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 full scores for public voting and scoring by the assessors are 25 and 75 respectively. The total score is 100.

3.3.1.1. Public Voting

3.3.1.1.1. The relevant information of programme proposals will be uploaded to cibs.rthk.hk for public voting purpose. The votes received will serve as the indicator of public views.

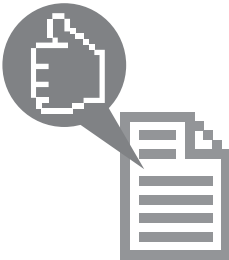
3.3.1.1.2. The public may add “Like” to any programme under application and may add “Like” to more than one programme. Each individual can only submit a vote once.

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

3.3.1.2. 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**⁽³⁾ from the CIBS programmes and **feasibility**⁽⁴⁾ of programme productions. The full scores for **social gains** and **feasibility** are 40 and 35 respectively.



³ 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.

⁴ Feasibility

- 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 shall 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 shall not assess the application concerned.

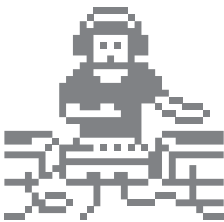
3.3.2. Second Round Selection

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 will be accorded to the one whose application has not been selected before.
- 3.3.3.2. With the approval of D of B, the entries proposed by the Selection Committee will be deemed as successful for that round of application.
- 3.3.3.3. 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.
- 3.3.3.4. There will be no appeal mechanism for the applicants. The successful applicants will be disqualified if they refuse to accept the selection result.

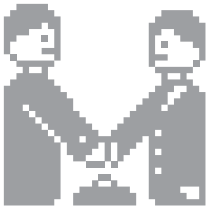


3.3.4. Signing of Agreement

3.3.4.1. The Secretariat will brief the successful applicants on the terms of an agreement on the CIBS to be entered into between the Government and the successful applicant (Agreement), the Prevention of Bribery Ordinance (Cap. 201), the Radio Code of Practice on Programme Standards, and the Charter of RTHK, 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 the Agreement.

3.3.4.3. The Government will enter into the Agreement with the successful applicant in which the duties, rights and liabilities of both parties will be clearly stipulated. After the signing of the 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 stipulated in the Agreement signed with the Government, 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, the Safeguarding National Security Ordinance and the Prevention of Bribery Ordinance (Cap. 201)), regulations and by-laws of Hong Kong, the Radio Code of Practice on Programme Standards issued by the Communications Authority, and the Charter of RTHK, 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.

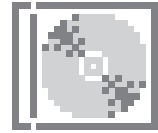
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Role and Support of RTHK

- 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, 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 with the aforesaid guidelines by the CIBS Producers.
 - 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 the CIBS Producers fail to observe or perform any of the obligations under the Agreement and (in the case of a breach capable of being remedied) have failed to remedy the breach to the satisfaction of RTHK within a specified period after the issuance of a written notice by RTHK to the CIBS Producers.
-

6



Submission of Programmes

The CIBS Producers shall 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 shall 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 shall be submitted in wav format of computer file (48 kHz, 16 bit) or any format required by RTHK.



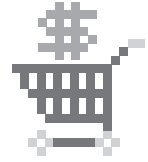
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Funding Criteria

- 7.1. The CIBS Producers with funding support are required to pay for the production expenses before applying for reimbursement.
- 7.2. Reimbursement will 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 shall not be increased in any event.
- 7.4. Funding support is subject to a ceiling of HK\$7,500 per half-hour episode (HK\$97,500 for 13 episodes) and HK\$15,000 per one-hour episode (HK\$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 shall be procured in an open, fair and value for money manner. Actual, perceived and potential conflict of interests shall be avoided during the procurement process. The services and goods acquired shall be directly relevant to the programme production.
 - 8.2. For the procurement of services and goods up to HK\$1,000, a verbal or written quotation shall be obtained. Efforts shall 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 shall be obtained. For the procurement of services and goods over HK\$50,000, at least five written quotations shall be obtained. The CIBS Producers shall obtain services and goods at the best value for money.
 - 8.3. Studio rental hours shall be procured in advance. Considering that the participation in the CIBS is on a voluntary basis, arrangements for programme recording can be flexible. The CIBS Producers are allowed to divide the studio rental hours into sessions. Each session shall 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 shall be obtained; for procurement over HK\$50,000, at least five written quotations shall be obtained.
-

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

9

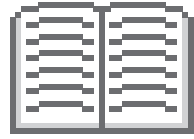


Payment Arrangements

- 9.1. Applicants who wish to apply for funding support for production shall 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 (Advance Payment). If the application is accepted by the Selection Committee, the applicant shall submit a payment request form (Request Form) to the Secretariat within 30 days from the effective date of the Agreement. If the applicant fails to submit the Request Form within the specified period, the application for the Advance Payment will not be considered further.
- 9.3. The funding support for production will be disbursed on an accountable basis to the CIBS Producers.

- 9.4. The CIBS Producers shall submit to RTHK all delivery materials, including all episodes of the programme, a self-evaluation report, certificates of royalty on music or information and a limited assurance engagement report (enclosed with a statement of expenditure) which shall be prepared, signed and certified as being accurate and complete by a practice unit as defined under the Accounting and Financial Reporting Council Ordinance (Cap. 588) that is not in any way connected with the CIBS Producers and the programmes, by the deadline designated by RTHK. After RTHK has confirmed the episodes submitted are in compliance with the broadcasting specifications and the other delivery materials submitted are valid, the CIBS Producers will be asked to send the Request Form to RTHK within six weeks.
- 9.5. In the event that the limited assurance engagement report indicates that the total expenditure on the production of the programme is less than the total amount of the approved funding, RTHK is entitled to reduce the total amount of the approved funding to an amount equal to the total expenditure amount as indicated in the limited assurance engagement report. As for the expenditures exceeding the approved funding, it shall be solely borne by the CIBS Producers.
- 9.6. Any payments of the approved funding will only be disbursed within 30 days after RTHK acknowledges the receipt of the 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 shall comply with RTHK's requirements that include but are not limited to the Radio Code of Practice on Programme Standards issued by the Communications Authority, and the Charter of RTHK, RTHK Producers' Guidelines and the Editorial Policies and Processes of RTHK, and D of B shall 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 self-evaluation reports upon completion of the 13 episodes. RTHK will provide supplementary comments on the self-evaluation reports where appropriate. The self-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 Intellectual Property Rights (as defined in the Agreement) of the CIBS programmes will be vested in RTHK. The CIBS Producers shall 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 Selection Committee.

- 10.2.2. RTHK will monitor the production progress of the CIBS programmes.
- 10.2.3. The CIBS Producers with funding support shall submit to RTHK all delivery materials. (see paragraph 9.4) to the satisfaction of D of B.
- 10.2.4. RTHK reserves the right to withhold the payment, or to take action for the repayment, of any portion of the approved funding in the event that: (a) the programme or any delivery materials are not provided to the satisfaction of RTHK; (b) RTHK has reasonable grounds to believe that the CIBS Producer is or will be liable to the Government under the indemnity clause of the Agreement for any loss or damage suffered by the Government; or (c) the withholding is required by any applicable law.
- 10.2.5. RTHK reserves the right to seek compensation from the CIBS Producer if the Agreement is terminated by the Government by reason of the CIBS Producer's failure to observe or perform any obligations under the Agreement.
- 10.2.6. 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 books and records shall be kept during the continuance of the Agreement and for a minimum period of seven years after the expiry or termination of the Agreement.



社區參與廣播服務
COMMUNITY INVOLVEMENT
BROADCASTING SERVICE

The Chinese translation of this handbook is for reference only. In the event of any conflict or inconsistency between the English text and the Chinese translation of this handbook, the English text shall prevail.

Website : cibs.rthk.hk

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Enquiry Email : cibs@rthk.hk

Facebook Page : RTHKCIBS

