

Guidelines and Rules for Observing Open Meetings of the Advisory Council on the Environment and the Environmental Impact Assessment Subcommittee

Introduction

Any person who wishes to observe the open sessions of the meetings of the Advisory Council on the Environment (ACE) and its Environmental Impact Assessment Subcommittee (EIASC) should read carefully the following guidelines. The Council Secretariat may refuse to allow any person to observe the meeting if he/she fails or refuses to follow any of the rules.

Open Sessions of the Meetings

2. The following sessions of the ACE and EIASC meetings are opened to the public –
 - (a) Presentation Session and Question-and-Answer Session of a discussion item of the ACE meeting requiring the attendance of the proponent of the agenda item. This includes the case when the ACE discusses the report submitted by the EIASC on an EIA report requiring the attendance of the project proponent team; and
 - (b) Presentation Session and Question-and-Answer Session of a discussion item on an EIA report at the EIASC meeting requiring the attendance of the project proponent team.
3. Meetings are conducted primarily in Cantonese. The Chairman may determine whether the meeting should be conducted in English or Cantonese, taking into account the preference of the attendees. Simultaneous interpretation (SI) service will be arranged subject to prior notification on the need of the service (at least three working days in advance) as well as availability of interpreters on the day of the meeting.
4. The opening up of the sessions described at paragraph 2 above is an administrative arrangement only. The open meeting arrangements are not applicable to internal discussion sessions of the ACE and EIASC meetings.

Observation Venue

5. Meetings of the ACE and the EIASC are held at the Conference Room, 33/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong. Members of the public may observe the open sessions in the Public Viewing Room (PVR) which is housed on 46/F, Revenue Tower.

Agenda and Discussion Papers

6. The agenda and discussion papers of the ACE and the EIASC meetings, excluding confidential items, are available on the ACE's website (https://www.eeb.gov.hk/en/boards_committees/advisory_council/maincontent.html) after issue (generally 5 calendar days before the meeting). Any subsequent change to the agenda and issue of paper(s) will also be uploaded on the website as soon as practicable.

7. In order to allow the public to better understand the subject matter when observing the meeting proceedings, limited copies of the agenda and discussion papers of the open sessions will be made available at the reception desk of the PVR about 15 minutes before the meeting starts. Limited copies of the relevant EIA report(s) will also be made available for reference. Due to resource constraints, the agenda will be prepared in both English and Chinese while discussion papers and related documents will be prepared in English only.

Seat Reservation

8. As seating capacity of the PVR is limited, seats will be allocated through advance booking on a **first-come-first-served basis**. Each person may reserve a maximum of two seats. Reservation can be made upon issue of the agenda. The booking should be made to the Council Secretariat before the meeting by –

- (a) telephone (2594 6326); or
- (b) completing and returning the form at the Appendix by email (acesecretariat@eeb.gov.hk) or fax (2872 0603).

9. The following information should be provided for each booking –

- (a) name(s) of observer(s);
- (b) his/her/their contact telephone number(s);
- (c) the date of meeting intended to observe; and
- (d) whether SI service will be required (please make your request at least three working days prior the meeting date).

10. In case of over-subscription of seats for observing a meeting, the Council Secretariat will inform those persons whose request cannot be entertained.

11. Walk-in observers (including the media) will be entertained only if there are available seats in the PVR.

Registration

12. Observers who have registered are required to report their arrival at the reception desk of the PVR on 46/F, Revenue Tower 15 minutes before the scheduled time of meeting. In case he/she fails to turn up 5 minutes before the meeting, his/her booking will be released for use by walk-in observers, if any.

13. Before entering the PVR, an observer is required to provide his/her name and relevant information/document(s) to the venue staff at the reception desk for identity verification and record purpose.

14. After verification, each observer will be issued with a visitor badge. He/She should display this badge prominently during his/her stay in the PVR. Observers who have made prior request for SI service will be provided with a receiver and a headphone. Entry to areas other than the PVR is not permitted.

15. Walk-in observers, when allowed in the PVR for sitting, are also required to leave their names and contact information for record purpose.

16. An observer may leave the room any time at his/her discretion. He/She is required to register at the reception desk again before re-admission into the PVR, if seats are available.

The Proceedings

17. The proceedings of the open sessions will be broadcast simultaneously on television monitors in the PVR. The broadcasting will be temporarily suspended for the part of the meeting to be conducted in closed door and resumes when the meeting reverts to open session.

18. All observers must leave the PVR when the open sessions are concluded. They need to return the visitor badges, receivers and headphones (if applicable) to the venue staff when leaving the venue.

Order and Behaviour

19. Observers are requested to cooperate with the venue staff and follow their instructions. All observers should –

- (a) dress properly and behave in an orderly manner;
- (b) turn off the beeping devices of mobile phones and other electronic products;
- (c) NOT to bring loudhailers, banners, bulky baggage or any materials/equipment which may cause disturbance to the observation of the meeting or normal proceedings of the meeting. The venue staff may refuse the entry of any observer into the PVR if there is reason to believe that his/her entry is likely to cause a nuisance;
- (d) NOT to clamour or chant slogans;
- (e) NOT to display any sign, message or banner within or outside the PVR;
- (f) NOT to drink, eat or smoke; and
- (g) comply with directions given by the venue staff for the purpose of keeping order.

20. Any observer who fails/refuses to follow any of the above rules or causes any disturbance to the observation of the meeting will be required to leave the PVR immediately.

21. All observers are also subject to compliance with any house rules applicable to the building.

Minutes of Meeting

22. The minutes of the meetings will be uploaded on the ACE's website after confirmation.

Arrangements during Tropical Cyclones and Rainstorm Warnings

23. Where a rainstorm warning or typhoon signal is issued, the following arrangements in respect of meetings of the ACE and the EIASC will be adopted –

- (a) Meetings of the ACE and the EIASC shall continue to be held when Tropical Cyclone Warning Signal No. 1 or No. 3 is hoisted, or Rainstorm Amber or Red Warning is issued.
- (b) Meetings shall be cancelled if, within 3 hours before the appointed time of the meeting, Tropical Cyclone Warning Signal No. 8 or above is hoisted or remains in force, or Rainstorm Black is issued or remained in force.
- (c) If Tropical Cyclone Warning Signal No. 8 or above is hoisted or Rainstorm Black Warning is issued while a meeting is in progress, the meeting shall be adjourned. Notice on the re-scheduled meeting, if any, will be posted on the ACE's website.

Enquiries

24. Any enquiry on the above rules and regulations may be addressed to the Council Secretariat at 2594 6324.

25. The above arrangements are subject to revision as necessary without prior notice.

ACE Secretariat

致：環境諮詢委員會秘書處
To Secretariat, Advisory Council on the Environment
(電郵 Email: acesecretariat@eeb.gov.hk / 傳真 fax: 2872 0603)

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旁聽環境諮詢委員會及環境影響評估小組的公開會議
**Observation of Open Meetings of the Advisory Council on the Environment
or the Environmental Impact Assessment Subcommittee**

預留座位
Reservation of Seat(s)

要求旁聽的會議

Meeting Intended to Observe

____ / ____ / ____
(日Date) (月Month) (年Year)

旁聽者資料 Particulars of Observer(s)

	姓名 Name	機構 (如適用) Organization (if applicable)	聯絡電話號碼 Contact Tel. No.	傳真號碼 Fax No.	即時傳譯服務 Simultaneous Interpretation (需要 Yes / 不需要 No)
1.					
2.					

Note – Seats will be allocated through advance booking on a first-come-first-served basis. Please confirm with the Secretariat before the meeting that the seat(s) under request have been reserved.

註 – 座位會以先到先得的原則預先登記及分配，公眾人士可在會議舉行前與秘書處確認是否已獲預留座位。

____ / ____ / ____
(日Date) (月Month) (年Year)