Circular No. 55/2011
23 September 2011

香港建築師學會
The Hong Kong Institute of Architects

Nominations to Building Safety Loan Scheme Vetting Committee

HKIA is being invited by Buildings Department to serve on the Building Safety Loan Scheme Vetting Committee under Buildings Department for the new term of two years commencing 1 January 2012. FOUR members of the Institute who are Authorized Persons will be nominated to BD.

The Building Safety Loan Scheme administered by the Buildings Department had come into operation in July 2001 providing loans to individual owners to carry out works for improving the safety of their buildings and/or private slopes. The terms of reference of Building Safety Loan Scheme Vetting Committee are :

- to process for approval / rejection of loan applications under Building Safety Loan Scheme (BSLS) in accordance with the parameters for grant of loans approved by the Finance Committee, and the operational guidelines set by the Building Safety Loan Scheme Advisory Committee and endorsed by the Director of Buildings; and
- to advise the Director of Buildings, or his delegated officer, on the approval / rejection of appeals from loan applicants of the BSLS.

The Vetting Committees will work by rotation on a regular basis to assist in the vetting of loan applications. For more details about the BSLS, please visit Buildings Department web at : http://www.bd.gov.hk/english/services/index_bsils.html

The above nomination is open to all members for registering interests for being nominated for BSLS Vetting Committee. You are advised to read the enclosed guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies". Appointed members shall provide written reports and simple summary statements to the Institute after each meeting and/ or from time to time for Board's information and distribution to general members where appropriate.

Should you be interested in being nominated, please register your interest by completing the following reply form with your brief CV and return it to HKIA Secretariat by fax no. at 2519 6011 not later than **5:30pm of 30 September 2011 (Fri)**.

Board of Local Affairs
The Hong Kong Institute of Architects

REPLY FORM To : HKIA Secretariat (Fax: 2519 6011)

☐ I would like to register my interest for being nominated by HKIA for Building Safety Loan Scheme Vetting Committees.

My contact information are as follows :-

Name: _____ HKIA Full Member Since: _____ AP Since :_____

Company Name and Position : _____

Details for introducing you *(you may submit separate CV if necessary)*: _____

_____

No. of External / Government Advisory and Statutory Bodies currently serving : *(please state no. and list)* ___

_____

Office Tel / Mobile :_____ Fax : _____ E-mail: _____

Appendix

Terms of Reference
of the Building Safety Loan Scheme (BSLS) Vetting Committee

a) process for approval/rejection of loan applications under Building Safety Loan Scheme (BSLS) in accordance with the parameters for grant of loans approved by the Finance Committee, and the operational guidelines set by the Building Safety Loan Scheme Advisory Committee and endorsed by the Director of Buildings; and

b) advise the Director of Buildings, or his delegated officer, on the approval/rejection of appeals from loan applicants of the BSLS.

Buildings Department

HKIA Guidelines on Nominating Members to External/Government Advisory and Statutory Bodies

1. Guidelines

1.1 The nomination principle is based on merit, under which a candidate's ability, expertise, experience, previous performance and commitment to act diligently in representing the Institute would be the important consideration in the nomination process.

1.2 Taking on the principle in 1.1 for individuals, the nomination process should be able to effect a reasonable turnover of representation and membership participation but at the same time, providing the necessary continuity to the external boards and committees.

1.3 At the beginning of each year, the President, in consultation with the Office Bearers, the relevant Board Chairs and the Registrar, shall lead the Council to work out a strategy and plan ahead on all nominations that are expected in that particular year, based on an analysis of current serving members on various external boards and committees. The same nomination principle will also apply to any new requests for nomination that are received in the course of the year.

1.4 The Council may request the relevant Boards to carry out the Nomination Process on its behalf in one of the following ways:

a) by way of re-nomination of existing representative, following the 4 years' rule.
b) by way of invitation for nomination/express of interest to

i) general membership and/or
ii) members of relevant Boards/ Committees

In such case, the manner of short-listing from nominated/interested individuals for recommendation to the Council should be left to the decision of the Board Chair of the relevant Board. However, voting among members of the Board should normally be considered.

c) by way of invitation to individuals whom the Council may think appropriate.

1.5 All proposals for nomination, whether they are from the President, the Office Bearers, and Board Chairs, as individual or on behalf of the Board requested by the Council to make such nomination, should be approved by the Council. Approval by circulation will be arranged in urgent case.

1.6 Normally, no individual shall sit on the same external/government body for more than a consecutive period of 4 years and shall not serve on more than 6 external advisory and statutory bodies nominated by HKIA at any one time (not including serving as 'alternate member').

1.7 Before making nominations to the Council, agreement of the individual nominee should be sought, particularly in respect of serving diligently when appointed to represent HKIA by attending meetings and providing written reports and summary statements to the HKIA from time to time for information of the Council/ relevant Boards or sometimes to the general membership when appropriate.

1.8 The Principle of Transparency should be carried throughout the process of nomination as far as practicable.

2. Declaration of Interest

2.1 When accepting nomination from the Council, the nominee should be aware and made aware to the Council whether the acceptance of such nomination would constitute a direct conflict with other External/Government Advisory Statutory Bodies that he/she is serving. e.g. One should not accept nomination to an appeal board of a statutory body that one is serving in.

2.2 Each HKIA nominee, when appointed, is required to sign a statement declaring situation(s) of conflict of interest, if any, for information of the relevant Board and for record by the Secretariat.

Endorsed on 16 December 2008 by Council