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**Architects Registration Board**  
Hong Kong Special Administrative Region  
**建築師註冊管理局**  
香港特別行政區

ARB Circular 01/2015

31 July 2015

Dear Registered Architects,

**Invitation on Nomination of Registered Architects to  
Structural Engineers Registration Committee Panel and  
Structural Engineers Registration Committee  
under the Buildings Ordinance**

Architects Registration Board, HKSAR (“ARB”), is invited by the Building Authority (“BA”) to nominate **2 Registered Architects** (“RAs”) for BA’s consideration for appointment to the Structural Engineers Registration Committee (“SERC”) Panel and SERC to assist him in considering applications for inclusion in the structural engineers’ register. The tenure of appointment will be 2 years commencing 2 January 2016.

The functions and composition of the SERC are listed in **Appendix A** for your easy reference.

**Criteria as set by the BD**

- (a) **MUST** be an Authorized Person (“AP”);
- (b) Must **NOT** be a member of the Authorized Persons’, Registered Structural Engineers’ and Registered Geotechnical Engineers’ Disciplinary Board Panel;
- (c) Should be an experienced practitioner in the construction industry;
- (d) Should be available for attending the SERC meetings which may be held once or twice a month;
- (e) Should **NOT** be serving more than 6 government boards or committees concurrently (including the proposed nomination to serve in the SERC);
- (f) Should **NOT** be a government officer;
- (g) Younger person where appropriate is preferred; and
- (h) Should **NOT** have sat in the SERC Panel for more than 4 consecutive years by end of December 2013.

**ARB’s Recommendation**

ARB regards that SERC is an important external representation and prefers the nominees to possess at least **15-year RA and AP experiences**.

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## Architects Registration Board

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### **Points to Note**

1. ARB would consider gender balance in participation and contribution to community service as suggested by the Buildings Department.
2. An honorarium will be given to SERC members to reimburse the travel, out of pocket and related expenses incurred by serving the SERC. They are taxable income and are reflected in the annual tax return to Inland Revenue Department. Currently, the remuneration is HK\$920 per meeting.
3. Reference should be made to the guidelines on declaration of interests by SERC members as recommended by ICAC. Please refer to **Appendix B** for details.
4. SERC is a public body under the Prevention of Bribery Ordinance (PBO). SERC members are therefore public servants and have to abide by the relevant clauses in the PBO.
5. Information about the appointed members and meetings may be disclosed to the public without necessarily obtaining SERC members' prior consents. Please refer to **Appendix C** for details. Mailing list of SERC members will be sent to the Secretary for Home Affairs (SHA) for him to invite SERC members to provide their personal particulars which will be stored in the Central Personality Index database keeping by the SHA.
6. An undertaking letter at **Appendix D** for the potential candidates' advance information of the need to hold information in confidence, to declare conflict of interest and to inform the BA when they become no longer suitable to be appointed. The undertaking letter will only be required to be signed and returned to the BA after appointment.

### **Expression of Interest of Being Nominated**

For the RA who would like to put forward his/her nomination, please provide the following documents to ARB for consideration by fax (no. 2519 6011) or by email ([arbsec@arb.org.hk](mailto:arbsec@arb.org.hk)) **on or not later than 31 August 2015:**

- BD's designated nomination form at **Appendix E**;
- An up-to-date CV; and
- ARB's designated declaration and nomination form at **Appendix F**.

Thank you for kind attention.

Yours sincerely,  
Rita Cheung (Mrs.)  
Registrar  
Encl.

**Functions and Composition of the Structural Engineers Registration Committee (SERC)**

- (1) The Building Authority is to establish a panel with sufficient members from whom he is to appoint committees to be known as SERC. The Building Authority may appoint more than one Registration Committee at any one time.
- (2) The function of a SERC is to assist the Building Authority in considering applications for inclusion in a register by –
  - (a) examining the qualifications of applications;
  - (b) inquiring as the Committee considers necessary to ascertain whether an applicant has the relevant experience;
  - (c) conducting professional interviews with applicants; and
  - (d) advising the Building Authority to accept, defer or reject applications for inclusion in the structural engineers' register.
- (3) In relation to a SERC appointed to assist the Building Authority in considering applications for inclusion in the structural engineers' register, the SERC consists of –
  - (a) 3 registered structural engineers nominated by the Engineers Registration Board;
  - (b) 1 authorized person nominated by the Architects Registration Board;
  - (c) 1 authorized person nominated by the Surveyors Registration Board;
  - (d) an Assistant Director of Buildings nominated by the Building Authority; and
  - (e) 1 person selected by the Building Authority from among persons nominated by such bodies as the Building Authority may think fit.
- (4) A SERC is required to meet as often as the Building Authority directs.
- (5) A person who is a member of the Authorized Persons', Registered Structural Engineers' and Registered Geotechnical Engineers' Disciplinary Board Panel or the Registered Contractors' Disciplinary Board Panel is not eligible for appointment to the SERC.
- (6) The Chairman of the committee is elected by its members.
- (7) The Building Authority appoints an officer of the Buildings Department as the secretary of the committee; who is not a member of the committee and may not cast a vote.
- (8) A quorum for a meeting of the SERC is the Chairman, the Assistant Director of Buildings nominated under 3(d) above and 2 other members.

**Declaration of Interests by Members of the  
Structural Engineers Registration Committee (SERC)**

**General Principles**

1. When a member (including the chairman) of the SERC has a potential conflict of interests in a matter placed before the SERC, the member should make full disclosure of his interest. The basic principle to be observed is that members' advice should be disinterested and impartial. Each member must not use his official position to further his private interests nor put himself in a position where his private interests conflict (or may reasonably be suspected to conflict) with his official duties. It is the responsibility of each member to judge and decide if the situation warrants a declaration, and to seek a ruling from the chairman of the SERC in case of doubt.

2. A fundamental rule for maintaining integrity of the SERC is to avoid conflict of interest situations. Under no circumstances should a member of the SERC :

- (a) use his official position to benefit himself, his family, relatives or friends or any person to whom he owes a favour or is obligated in any way; or
- (b) put himself in a position that may reasonably arouse suspicion of dishonesty, or of using his official position to benefit himself or his family, relatives or friends.

3. It is not practical to define or describe all the situations that would call for such a declaration, because each individual case differs, and because of the difficulty of catering for unusual and unforeseen circumstances. On the other hand, it is not intended that a member should make a declaration of interest simply because the SERC is considering a matter in which he has knowledge or experience.

**Potential Conflict of Interest Situations**

4. The following are potential conflict of interest situations: -

- (a) Pecuniary interests in a matter under consideration by the SERC, held either by the member or by any close relative of him, should be declared. Members are themselves the best judge to who, in the particular circumstances, is a "close relative";
- (b) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organization which is connected with, or the subject of, a matter under consideration by the SERC, should be declared;

- (c) Similarly, some friendships might be so close as to warrant declaration in order to avoid situations where an objective observer might believe a member's advice to have been influenced by the closeness of the association.
- (d) A member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the SERC, should make a declaration; and
- (e) Any interest likely to lead an objective observer to believe that the member's advice might have been motivated by personal interest rather than a duty to give impartial advice, should be declared.

5. Due to the above reasons, SERC members should refrain from involving in training courses or publication directly relating to the registration interview.

### **Declaration of Interests**

6. SERC members shall declare all actual, potential and perceived conflict of interest in writing for record purposes. Any belated interest declarations may lead to the adjournment of the meetings. Therefore, Members are urged to study the documents for the meeting immediately upon receipt and should make every endeavour to inform the secretary without delay if conflict of interest is anticipated.

7. If a member (including the chairman) has any direct or indirect personal or pecuniary interest in any matter under consideration by the committee, he must, as soon as practicable after he has become aware of it, disclose to the chairman or secretary (or the committee) prior to the discussion of the item. Declaration of interests should be made to the secretary before the meeting immediately. The member should also return the relevant paper for discussion to the secretary without delay.

8. If a member becomes aware of a conflict of interest only during the meeting and he forms the view that it renders him impossible to offer impartial advice, or that the member has been given access to information which the member ought not to have, the member should notify the secretary or the chairman immediately and/or return any SERC paper concerned to the secretary. The chairman of SERC will then decide on the matter.

9. The chairman (or committee) shall decide whether the member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or whether the affected item should be adjourned.

10. If the chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by the alternate chairman.

11. All cases of declaration of interests, decisions of the chairman (or committee) on the declaration and actions taken to address the situation shall be recorded in the minutes of the meeting.

**Release of Information Concerning Members of the  
Structural Engineers Registration Committee (SERC)**

1. As advised by the Secretary for Home Affairs, certain information concerning individual members of advisory and statutory bodies, which includes the SERC, could be disclosed to the public upon request. The information in question includes a member's:

- (a) attendance records;
- (b) years of service on the particular body;
- (c) occupation/profession by broad categories (e.g. doctors, lawyers and company directors); and
- (d) membership of other advisory and statutory bodies.

2. The above information amounts to "personal data" and therefore its disclosure is regulated under the Personal Data (Privacy) Ordinance (PDPO).

3. The legal position under the PDPO is that the disclosure of the above "personal data" would not constitute a contravention to the PDPO if the purpose, or one of the purposes, of collecting the personal data is for them to be released to the public; and it would not contravene Principle 3 of Schedule 1 of the PDPO to release the data, without obtaining the data subject's consent, if the recipient is a news organization and the disclosure is made by a person who has reasonable ground to believe (and reasonably believes) that the publishing or broadcasting of the data is in the public interest.

4. The secretary of the SERC will keep records on the matters mentioned in paragraph 1 above and in the interests of transparency; such records will be disclosed to the public on request.



**Undertakings by Members of  
Structural Engineers Registration Committee Panel and  
Structural Engineers Registration Committee (SERC)**

1. I undertake to hold in strict confidence all information that I have access to through my position as a member of SERC Panel and SERC. Such information includes questions for interviewees, personal data of applicants, documents submitted by applicants, interview results, etc.
2. I undertake not to make any unauthorized disclosure or take advantage of any of the information referred to in paragraph 1 above whether or not for personal gain.
3. I undertake to declare any actual, potential or perceived conflict of interest with my duty as a member of the above panel and committee immediately when I become aware of any such conflict.
4. I undertake to take steps to avoid any conflict of interest with any prospective applicant by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socializing with any of them.
5. I undertake to inform the officer-in-charge / secretary of the above panel and committee, in advance as far as possible, of any circumstances such as loss of membership or qualification and no longer residing in Hong Kong that may affect my eligibility to be appointed to the above panel and committee or to carry out my duty as a member of the same.
6. I understand that I may be subject to prosecution action should I fail to observe any of my above undertakings.
7. I also understand that being a member of the above panel and committee, I am a public servant and abide by the relevant clauses in the Prevention of Bribery Ordinance (PBO).
8. I declare that I have not been convicted in Hong Kong or elsewhere of any offence, that may cast doubt on my integrity and honesty, e.g. offences under the PBO, and I further declare that I have not been committed misconduct or neglect in a professional respect.

**Signed** : \_\_\_\_\_

**Name (block letter)** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Curriculum Vitae  
(For Reference Only)**

Name of Nominee (English & Chinese as shown in HKID / Passport) :	
Date of Birth :	HKID No :
Office Tel. No. :	Mobile No. :
Fax No. :	E-mail Address :
Occupation :	
Office Address :	
Academic and Professional Qualifications :	
Government Boards and Committees on Which the Nominee served / is serving :	
Working History and Experience :	

Signed : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 (Block Letter) : \_\_\_\_\_  
 Date : \_\_\_\_\_

(Use additional sheets if necessary)

**Notes on the collection of personal data**

- 1) The information provided will be used for the purposes in connection with the selection and appointment of members by the Building Authority to serve on the Structural Engineers Registration Committee Panel and the Structural Engineers Registration Committees under the Buildings Ordinance
- 2) The information may be disclosed to other government departments or other parties for the purposes mentioned in Note (1) above.
- 3) For correction of or access to personal data after submission, please address to the Secretary of the Structural Engineers Registration Committee in writing.



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Appendix F

**Nominations for Structural Engineers Registration Committee Panel and  
Structural Engineers Registration Committee ("SERC")  
under the Buildings Ordinance**

**Deadline for nomination: 31 August 2015 (Monday)**

To: Miss Alison NG of ARB Secretariat (Fax: 852 2519 6011; Email: [arbsec@arb.org.hk](mailto:arbsec@arb.org.hk))

\*\*\*\*\*

Name (in Block Letters): \_\_\_\_\_

HKIA Membership No.: \_\_\_\_\_ since \_\_\_\_\_ (year)

Registered Architect No.: \_\_\_\_\_ since \_\_\_\_\_ (year)

Authorized Person since \_\_\_\_\_ (year) and the expiry date is \_\_\_\_\_ (date)

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Office Tel/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I would like to register my interest for being nominated by Architects Registration Board to SERC under the Buildings Ordinance.

I attach my CV and make the following declarations (*please ✓ where appropriate*):

1. I understand the function and composition of the SERC as listed in Appendix A.  
 Yes  
 No
2. I am an Authorized Person.  
 Yes  
 No
3. I am a registered architect of the ARB with not less than 15 years of experience in building design, construction, repair and maintenance before the nomination.  
 Yes  
 No
4. I am a member of Authorized Persons', Registered Structural Engineers' and Registered Geotechnical Engineers' Disciplinary Board Panel.  
 Yes  
 No

*Note: A person who is a member of Authorized Persons', Registered Structural Engineers' and Registered Geotechnical Engineers' Disciplinary Board Panel is **NOT** eligible for appointment to SERC.*

5. I am an experienced practitioner in the construction industry.  
 Yes  
 No

(.../2)



## Architects Registration Board

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### Appendix F

6. I am available for attending the SERC which may be held once or twice a month, if I am appointed.

- Yes  
 No

7. I am a government officer.

- Yes  
 No

*Note: A government officer is **NOT** eligible to SERC as advised by BD.*

8. To comply with the government's 6-year-6-committee guideline, I list out my current appointment to committees (including the proposed nomination to serve in the SERC) for ARB's information:

	Names of the Government Boards or Committees	Terms of Office	Representing Body (For example, ARB, HKIA...etc)
1			
2			
3			
4			
5			
6			
7			
8			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_