



Hong Kong Branch

The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch

英國特許水務工程師學會—香港分會

P.O. Box 62531, Kwun Tong Post Office, Hong Kong,

Tel: (852) 2417-0091

E-mail: info@ciphe.org.hk

Fax: (852) 2417-9719

web-site: www.ciphe.org.hk

Honorary Advisor

Mr. Arthur Li Kam-wong

Mr. Paul Chong Kin-lit

Mr. Ricky Wan Ho-kei, Solicitor

Honorary Technical Advisor

Ir Ben Yuen Kai-chi

Mr. Bernard Chan Shing-wing

Ir Brian Cheng Wai-lung

Ir Dr. Horace Mui Kwok-wai

Branch Committees (2021-2023)

Immediate Past Chairman

Mr. Arthur Li Kam-wong

Chairlady

Ms. Sylvia Liu Ping-ching

Vice-Chairman

Mr. Yiu Yiu-chung

Honorary Treasurer

Ir Derek Chan Tak-shing

Honorary Secretary

Mr. Emil Lau Hing-cheong

Deputy Honorary Secretary

Mr. Andrew Liu Wai-yeung

Chair-Technical

Mr. Michael Kwan Kwok-hung

Deputy Chair-Technical

Mr. Ray Lau Chi-Wai

Chair-Social

Ir Ryan Tam Shun-chi

Deputy Chair-Social

Mr. Leung Wing-hong

Chair-Newsletter

Mr. Joe Seeto Wing-wa

Deputy Chair-Newsletter

Ms. Mona Leung Suet-ting

Chair-Membership

Mr. Jason Lee Man-hong

Deputy Chair-Membership

Mr. Rays Ng Wai-hung

Chair-Liaison

Mr. Sunny Cheung Chi-hang

Deputy Chair-Liaison

Mr. Kelvin Fung Tsz-yin

Chair-Young Membership

Ir Jacky Chan Chun-yue

Deputy Chair-Young Mem.

Mr. Samuel Poon Wai-lam

Supervisory Board

Chairman

Ir Enoch Lam Tin-sing, SBS

Member

Dr. Henry Hung Chi-kuen

Mr. Ivan Ho Kwok-wai, LLB

Mr. Nelson Lam

Mr. William Cheung Kam-hung

20 October 2023

Dear Members,

**Nomination for election of Management Committees –
Deputy Chair for Years 2024 & 2025**

The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB) refer to the latest Governance and nomination procedures confirmed by Headquarter to formulate the new Branch Committees for the years of 2024 and 2025. We would cordially invite members with the qualification of ACIPHE, MCIPHE or FCIPHE to participate in the election of the new Branch Committee Members, and welcome nomination of candidates who may be willing to join us for honorary service and devote valuable time for the facilitation of plumbing and heating engineering. Nomination procedures and details shall be referred to the *Appendix 1*.

There will be six vacant posts namely as Deputy Chair-Technical, Deputy Chair-Social, Deputy Chair-Membership, Deputy Chair-Newsletter, Deputy Chair-Liaison, Deputy Chair-Young Member and the nomination period is now open. The roles and duties of above-mentioned post shall be referred to the *Appendix 2*. In accordance with paragraph A.1. of the *Appendix 1 - Nomination Procedures and Details*, each nomination must be proposed by a FCIPHE and supported by two ACIPHE or above current members, where each current member could propose or support one nomination only.

Each nomination shall be sent by post AND email to the CIPHE-HKB by completing the Nomination Form for election of Management Committees – Deputy Chair for Years 2024 & 2025 (*See Appendix 3*). Candidate shall only choose one vacancy post and the current stepped down Branch Committee members shall be entitled to stand for re-election. Candidate shall also submit the following supplementary information on a single sided A4 paper (*See Appendix 4*) and Register of Interest (*See Appendix 5*) for circulation to Executive Committees for consideration:

- Personal information
- Present position or occupation and brief work history
- Membership and offices (present and/or former) held in the Institution
- A brief supporting statement

All candidates are invited to prepare the election material after they have submitted their Nomination Form and the Nomination was confirmed to be valid by CIPHE-HKB.

/The



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Mr. William Cheung Kam-hung

The list of validated nominees will be sent to all members at mid November 2023 for open ballot if the nos. of Candidates exceeds 2 nos. for either vacancy post. The nominees with the highest votes will be elected through the open ballot. If there is only one candidate for a vacancy post, the candidate will be automatically elected. The results of this election will be announced in the coming AGM, which will be held on Tuesday, 5 December, 2023.

We would request your support and participation to the election ballot by completing and returning the attached Nomination Form, Supplementary Information Sheet and Register of Interest to us **on or before Friday, 3 November 2023 noon**. Late submission will not be accepted. Your valuable and contribution would not only nurture a prosperous CIPHE but also benefit the industry.

We look forward to receiving your active response.

Yours faithfully,

For and on the behalf of The Chartered Institute of Plumbing & Heating Engineering-Hong Kong Branch

Emil, Lau Hing Cheong
Honorary Secretary
CIPHE-HKB Year 2020-2023



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Appendix 1: Nomination procedures and details

A. Procedures for Nomination of Management Committees – Deputy Chair:

1. One Incumbent CIPHE-HKB Committee member (Year 2020 to 2023), One FCIPHE and One ACIPHE or above current valid full paid members may submit to the CIPHE-HKB in writing a nomination on the prescribed form by the closing date of any other person duly qualified to fill a vacancy for Management Committees – Deputy Chair.
2. No candidates shall be allowed to withdraw from the election after the close of the nomination period.
3. Candidates, Proposers and Supporters must be valid full paid members of the Institution.
4. Each member can nominate/ propose/ support at most one candidate. If nominated repeatedly, all related nominations will be considered as invalid without further notification.

B. Guidelines for Election of Management Committees – Deputy Chair:

1. If the following situation occurs, the nomination will be considered as invalid:
 - (i) The candidate is serving as Committee/ Director/ Executives for other Institutions/ Societies/ Professional Body related to plumbing and drainage discipline and there is chance of conflict of interest.
 - (ii) The candidate is considered to violate Code of Professional Standards by CIPHE.
2. The nomination period begins on the day the election and nomination notice is issued, and lasts for nearly one month.
3. Candidates can only select one out of six vacancy posts e.g. Deputy Chair-Technical, Deputy Chair-Social, Deputy Chair-Membership, Deputy Chair-Newsletter, Deputy Chair-Liaison, Deputy Chair-Young Member.
4. Candidates selecting Deputy Chair Young Member must be current valid Young Members Committee (YMC) Sub-Group member and aged under 40.
5. The nomination form must be verified by the CIPHE-HKB before candidates can become official candidates.
6. Eligible candidates will be informed within one week after the deadline/ close for nomination.
7. If there is only one eligible candidate, that candidate will automatically be elected as the corresponding Deputy Chair and no voting is required.
8. If there are two or more candidates, the election procedure will be kick started.
9. Candidates must ensure their submitted election materials are correct and free from misrepresentation. Any mistakes made in their election material may be deemed evidence of misconduct and could be subject to strict disciplinary action.
10. If the election material or the photograph is not submitted in time, the same will not be included in the list of Candidates circulated by the Institution. The Institution has the authority to delete any passages that are deemed defamatory and unsuitable.
11. Voting will be conducted on the basis of one person, one vote, and the person with the most votes will be elected; if the candidates get the same votes, it will be decided by draw lots.



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Appendix 2: Management Committees – Deputy Chair Roles and Duties

Officer	Vacant Number	Brief Roles and Duties <i>which is not limited to:-</i>
Deputy Chair- Technical Committee	1	<ol style="list-style-type: none"> 1. Arrange for all necessary actions in Technical seminars and course organizer/ coordinator 2. Review the industrial need and advise technical aspect. 3. Release technical paper in appropriate time, and support newsletter by giving technical information. 4. Response to reply technical enquiry, and collect this information to the technical file of the Branch
Deputy Chair- Social Committee	1	<ol style="list-style-type: none"> 1. Promote the Branch status and the membership relationship by arrange social activities covering visit, local and international tours, cocktail reception, AGM and gatherings 2. Promote the Branch status by recruiting new members and organise membership drive 3. Networking with the industrial side under the Vice-Chairman 4. Act as the Public Relationship co-coordinator
Deputy Chair- Membership Committee	1	<ol style="list-style-type: none"> 1. Continuous review and considering to upgrading the members' qualification 2. Periodical assessment of the membership application and making recommendation to UK HQ 3. Update the member record before recommending to UK and also the HK record
Deputy Chair- Newsletter Committee	1	<ol style="list-style-type: none"> 1. Prepare the regular newsletter covering call news, arrange for printing and making the master copy of the newsletter 2. Issue newsletter subject to branch events 3. Assist the branch courses, function and activities in preparing the circular, poster, and information pamphlet 4. Design and printing for the invitation card, certificates and publication of small pamphlet in promoting the Branch function and activities 5. Assist the Branch in publishing the required documents covers call for quotation, collect the draft, design, and coordinating with printer in completing the printing process
Deputy Chair- Liaison Committee	1	<ol style="list-style-type: none"> 1. Assist to reply members' queries via phone, email etc 2. Assist all Chairs and assistant for all necessary update, promotion and distribution of UK and HK branch information including mail, email, LinkedIn, WeChat and web site etc 3. Assist in function, visit, cocktail reception, membership drive and AGM etc 4. Update and maintain the website services.
Deputy Chair- Young Member Committee	1	<ol style="list-style-type: none"> 1. Promote the Branch status by recruiting new members from Colleges 2. Coordinate a mentoring program for new young members from all segments of industry which are concerned or connected with Plumbing and Heating. 3. Organise activities focused at attracting the relating young members 4. Attract qualified new young member not only from local but also communicate with students from other places



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Appendix 3: Election of Management Committees – Deputy Chair for Years 2024 & 2025

Nomination Form

Members who wish to nominate a member as a Management Committees – Deputy Chair shall submit the original signed copy and email of the completed Nomination Form to CIPHE-HKB **on or before Friday, 3 November 2023 noon**. Nominators must ensure that the candidate has prepared to serve the CIPHE-HKB for a two-year term for which he/ she may be elected.

Please send *by post with original signed copy* **AND** *by email with scanned copy* only:

Envelope/ Email Title: CIPHE-HKB (Election of Management Committees – Deputy Chair for Years 2024 & 2025)

Post Address: P.O. Box 62531, Kwun Tong Post Office, Kowloon, Hong Kong

Email Address: info@ciphe.org.hk

Election of Management Committees – Deputy Chair for Years 2024 & 2025

We wish to nominate the following member of The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch for election as a Management Committees – Deputy Chair.

Name of Candidate: _____ Contact Telephone No.: _____

(FULL NAME IN BLOCK CAPITALS)

Membership No.: _____ Membership Grade: FCIPHE/ MCIPHE/ ACIPHE*

Email address: _____ Year of Birth: _____ Age: _____ Gender: Male/ Female*

Educational & Professional Qualifications: _____

Organization & Position Held: _____

Selected Deputy Chair Vacancy¹: Technical Committee Social Committee Membership Committee
 Newsletter Committee Liaison Committee Young Member Committee²

Declaration of Candidate:

1. I consent to being nominated and agree to serve CIPHE-HKB for a two-year term if elected.
2. I hereby confirm that my particulars as contained in the above in support of my nomination are true and correct.
3. I hereby confirm my understanding that any incorrect information, misrepresentation or mistake made in my particulars and other materials that may follow may be deemed evidence of misconduct and could be subject to strict disciplinary action.

Signature: _____

Date: _____

Proposer (Incumbent CIPHE-HKB Committee member): _____ Signature: _____

(FULL NAME IN BLOCK CAPITALS) Membership Grade: FCIPHE/ MCIPHE/ ACIPHE* Year of Birth: _____ Date: _____

Supporter: _____ Membership No.: _____ Signature: _____

(FULL NAME IN BLOCK CAPITALS) Membership Grade: FCIPHE Year of Birth: _____ Date: _____

Supporter: _____ Membership No.: _____ Signature: _____

(FULL NAME IN BLOCK CAPITALS) Membership Grade: FCIPHE/ MCIPHE/ ACIPHE* Year of Birth: _____ Date: _____

* Please delete as appropriate

¹ Please tick one choice only, repeated chosen would be considered as invalid nomination without further notice.

² Candidate should be current valid Young Members Committee (YMC) Sub-Group member and aged under 40.

Note: Candidate, Proposer & Supporter’s personal information provided will be used for the sole purpose of election according to the Personal Data (Privacy Ordinance). The collected information will be disclosed to eligible voters under CIPHE-HKB.



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Appendix 4: Supplementary Information

Personal information:

Name:

Years of Experience in Plumbing and Heating Engineering Field:

Present position or occupation and brief work history:

Position (present and former) held in this and other Institutions:

Educational & Professional Qualifications:

A brief supporting statement (around 200 words):



PHOTO



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Appendix 5: Register of Interest

I, _____, understand and take responsibility as a candidate of Management Committees – Deputy Chair that I must act in accordance with the obligations and responsibilities laid down by the CIPHE. I accept that I must not receive any financial or non-financial benefit that is not explicitly authorized by the CIPHE. Moreover, I will not exert any influence associated with my position to acquire any preferential treatment for myself or other connected persons.

Areas of Interest	Details relating to you (Also include any relevant details relating to a connected person i.e. with whom you have a personal or business relationship which could be perceived as influencing your decision)
Give details of all paid employment, e.g. <ul style="list-style-type: none">• Non-Executive positions• Full/Part time employment• Consultancies• Self-employed/contract work• Directorships <i>Why? Decisions need to be taken in an open and transparent fashion; therefore you are required to declare positions so that any perceived interest can be easily managed</i>	
Give details of all unpaid work, e.g. <ul style="list-style-type: none">• Roles in organisations associated with the plumbing and heating sector, i.e. training bodies• Directorships of other bodies <i>Why? Decisions need to be taken in an open and transparent fashion; therefore, you are required to declare positions so that any perceived interest can be easily managed.</i>	



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Areas of Interest	Details relating to you (Also include any relevant details relating to a connected person i.e. with whom you have a personal or business relationship which could be perceived as influencing your decision)
A business you are involved in which has a direct contract with the CIPHE-HKB or is a potential client of the CIPHE-HKB or is a potential competitor of the CIPHE-HKB <i>Why? Decisions need to be taken in an open and transparent fashion; therefore, you are required to declare positions so that any perceived interest can be easily managed.</i>	
All membership bodies and associations including, pressure groups and professional bodies <i>Why? The members are free to engage in activities and maintain associations with professional organizations. You are required to declare such positions to give assurance that they do not conflict with the essential purpose of the HK Branch which is to protect the public.</i>	
Does the candidate have close personal ties with the CIPHE-HKB's advisers or employees? <i>Why? The members who have close ties with advisors or employees may be perceived as having an undue influence on decisions. This must be declared so that it can be managed in an open and transparent manner.</i>	
Gifts or hospitality offered to you by external bodies <i>Why? Gifts (tangible gifts, services and entertainment) accepted may be perceived as influencing the decisions of the CIPHE-HKB and should be declared so that they can be managed in an open and transparent manner.</i>	Gifts: Hospitality:



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Areas of Interest	Details relating to you (Also include any relevant details relating to a connected person i.e. with whom you have a personal or business relationship which could be perceived as influencing your decision)
Any other conflicts not covered by the above?	

If I am found to have a conflict of interest or if, at any time, I fail to declare a conflict of interest I understand that I cannot serve on the CIPHE HKB and my nomination will be considered as invalid.

Signed

Date.....

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) (Ordinance) and UK Data Protection Act 1998. If you are not sure what to declare or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue please contact the CIPHE-HKB for confidential guidance.