

RESTRICTED



**THE CONVOCATION OF
CITY UNIVERSITY OF HONG KONG**

**REPORT FOR THE ANNUAL
GENERAL MEETING**

ON 26 NOVEMBER 2009

**THE FIRST STANDING COMMITTEE OF THE
CONVOCATION**

(JANUARY 2008 – DECEMBER 2009)

BACKGROUND

The establishment of the Convocation on 1 January 2007 marked an important milestone in the alumni history of the City University of Hong Kong. It creates a significant link between the University and its growing band of alumni. The Convocation is a statutory body established under the City University of Hong Kong Ordinance (Cap 1132). Its Chairman is a member of the Council (the supreme governing body of the University) and the Court (the supreme advisory body of the University). Together with the Emeritus Professors and Honorary Award Holders, each graduate on receipt of an academic award granted by the University (or the then City Polytechnic of Hong Kong) automatically becomes a member of the Convocation.

In November 2006, the University Council approved the establishment of the Convocation and its constitution and rules, and also appointed members of an organizing committee to serve on the Provisional Standing Committee of the Convocation, with its term of office running from 1 January to 31 December 2007. The Director of the then Development and Alumni Relations Office (DAO) was appointed by the University President as the Secretary of the Convocation.

The first Annual General Meeting (AGM) of Convocation was held successfully on 7 November 2007 with attendance of over 100 alumni. An election was conducted in the AGM with enthusiastic responses from the alumni voters. By the closing time for nominations, 28 nominations were received. 2,159 members voted (115 in person and 2,044 by proxy) and 15 candidates were elected for the First Standing Committee for a two-year term from 1 January 2008 to 31 December 2009.

The term of office of the First Standing Committee of CityU Convocation will expire on 31 December 2009. The Annual General Meeting cum Election for the Second Standing Committee is scheduled for 26 November 2009. The Second Standing Committee is expected to continue to pursue the objectives, vision, mission and core values of the Convocation when the successfully elected alumni members assume office from 1 January 2010 onwards. The Second Standing Committee will comprise a maximum of 16 Standing Committee members, including the immediate past Chairman of the preceding Standing Committee as a member.

**THE FIRST STANDING COMMITTEE OF THE CONVOCATION
OF THE CITY UNIVERSITY OF HONG KONG**

Sixteen Members of the Standing Committee:-

Chairman	Mr Patrick LEE Chung-wah
Vice-Chairman (Internal Affairs)	Mrs Stella LEE LI Wai-king
Vice-Chairman (Communication)	Mr Will MA Wai-kit
Vice-Chairman (External Affairs)	Mr Joseph TSOI Wing-leung
Vice-Chairman (University Development)	Dr Bryan WONG Siu-fai
Immediate Past Chairman	Mr Andrew FAN Ka-fai
Committee Members:	Ms Agnes CHAN
	Mr Kelvin CHAN Ka-wang
	Mr Teddy CHIU Chi-kit
	Mr Kenny CHU Ming-hing (From 20 May 2009 onwards)
	Mr Brian CHUI Kwok-on
	Ms Joy LEUNG Sik-yan
	Ms Billie LO Christine
	Ms Miyuki LO Mei-suet
	Mr Locto TANG
	Mr TONG Kar-wai

Convocation Secretariat:-

Convocation Secretary cum Director of Convocation Secretariat	Ms Pheony TSANG, Alumni Relations Manager of Alumni Relations Office (ARO)
Administrative Assistant	Mr Wayne CHUNG, Clerical Officer (from 1 January 2009 to 13 September 2009)
	Mr Kenneth YU, Clerical Officer of ARO (from 14 September to Present)

Vision & Mission and Core Values

Vision

Make every Citian be proud of CityU

令城大人「以城大為榮」

Mission

- To unite CityU alumni in One to support CityU development ;
團結校友、支持母校發展;
- To create bonding in the growing alumni family;
凝聚與日俱增的校友;
- To promote the caring culture in the University community;
推動城大社群的關懷文化;
- To establish effective communication between the Convocation and the CityU management ; and
確立評議會與城大的有效溝通渠道; 及
- To develop good relations between CityU and the general public
促進大學與公眾的良好關係

Core Values

- Caring 關愛
- Transparency 透明而公開
- Representation 具代表性
- Social Responsibility 社會責任

ACCOMPLISHMENTS

We, the First Standing Committee of the Convocation, assumed the office on 1 January 2008. An inauguration ceremony was held on 7 April 2008.

As the statutory alumni body of the University, we aim to “Make Every Citizen be Proud of CityU” and we have developed strategies and action plans to “Unite CityU Alumni in One to support CityU development”. We have organised various publicity and networking activities and promoted the Convocation to University community members and the public. The Chairman, on behalf of the Convocation, has participated in the meetings and activities of the University Council.

We have been adopting four core values, namely Caring (關愛), Transparency (透明而公開), Representation (具代表性) and Social Responsibility (社會責任) to steer our direction and initiatives.

2009 marked a challenging but fruitful year for the First Standing Committee. We have been striving to promote and implement a series of initiatives that unify members to support the development of the Convocation and the University. Here below is a more detailed report of the work accomplished by us to achieve the above mentioned mission and vision, as well as a summary of activities organised by us from January 2009 until now.

Caring...

Fundraising for Student Support and Development

In support of the development of the University and students, we have launched a Convocation fundraising project for student development. The donation received under this project will be solely for scholarships, bursaries, and awards of students who show excellence in their studies or are in special needs. Up to 31 October 2009, a total of HK\$61278.5 has been raised, which comprises donation received from alumni and other donors as well as government matching grant. We have subsidized one needy student since the launch of this funding project.

Appeal for Referral of Internship Opportunities for Students

Recognising the possible reduction in training opportunities for students due to the recent economic downturn, we have started to appeal for alumni's referral of internship opportunities for CityU students.

Alumni Outreach for Community Services

We have actively engaged in social service activities to promote the caring spirit of the Convocation members to the public. Through our expanding alumni network, we have helped recruit alumni volunteers to participate in charity activities including raffle sale for Ronald McDonald House Charities, flag-selling for the Hong Kong Joint Council of Parents of the Mentally Handicapped, volunteer support at Raleigh International Mountain Marathon, etc.



Raffle sale for Ronald McDonald House Charities
25 July 2009 (Saturday)



Flag-selling for the Hong Kong Joint Council of
Parents of the Mentally Handicapped
23 May 2009 (Saturday)



Volunteer support at Raleigh International
Mountain Marathon
7 - 8 March 2009 (Saturday – Sunday)

SC's Care for University Issue

For the issue of employment contract renewals for the instructors of the University in April 2009, the Standing Committee met with some of the CityU stakeholders to understand various concerns and appealed for their constructive efforts to resolve the matter through the University's mechanism. The Standing Committee issued emails to share with alumni about the matter.

Transparency...

Publicity

We have introduced and promoted the Convocation in every opportunity arising and through various alumni activities. Our Standing Committee members have been participating actively in alumni activities of the University and alumni associations. We have co-hosted a Civility Hall Series with Alumni Civility Hall featuring The Hon Leung Chun-ying, GBS, JP, and participated in its other series as guests. We have also supported the CityU Alumni Regatta organised by the CityU Rowing Alumni Club and a wine-tasting session organised by Management Sciences Alumni Association, etc. We have also maintained regular communications with various departments and units of the University to keep them informed of the development of the Convocation.

Convocation e-Communication

We have paid considerable effort to facilitate our communication with members. Regular updates on University and Convocation activities as well as departmental alumni news have been communicated to our members through our monthly [e-Newsletter](#) and [wiki website](#). Papers and minutes for Standing Committee meetings are available online for members' reference. Emails are sent to members to keep them abreast of the Convocation development.

Videos with seasonal greetings and special messages by Standing Committee in particular for bolstering the 25th Anniversary celebratory events organised by the University were broadcast on campus and uploaded on our website to provide a more dynamic communication with members.

Representation...

Open Nomination and Selection for Filling a Vacancy of the Standing Committee

A member of the Standing Committee of the Convocation tendered her resignation to the Standing Committee on 19 May 2008. It was decided by the Standing Committee that, instead of making a direct appointment by the Standing Committee to fill the vacancy as stipulated by the Constitution of CityU Convocation, an open nomination and selection exercise be organized. Mr Kenny Chu who obtained the highest votes in the “Open Nomination and Selection for Filling a Vacancy of the Standing Committee” held on 7 May 2009 was elected and took up the office of member on 20 May 2009.

Participation in University Council

The Chairman of the Convocation Standing Committee, besides attending the Council meetings, also serves on the Community Relations Committee of the Council.

Participation in University Events

The Standing Committee have taken an active role in various University activities, particularly the celebratory events for the University’s 25th Anniversary, for instance, joining the University’s 25th Anniversary Organising Committee, the CityU Marathon Delegation, the CityU Silver Jubilee Anniversary Concert and the Silver Jubilee Reunion: Ocean Park Night.

The Standing Committee has also established a Convocation Working Group for Celebrating the University’s 25th Anniversary and invited enthusiastic alumni volunteers to support the Convocation to organise a series of celebratory activities like the CityU Banquet (Alumni Edition) on 2 October 2009. In this Banquet, more than 250 alumni and University community members joined this blissful reunion. Other activities included the "Golden Memories in CityU" Photographic Collection, where alumni and University members shared photos embedding meaningful memories of their CityU days, and the Convocation e-Booklet for Celebrating the Silver Jubilee of CityU.

Other than echoing the 25th anniversary celebration, the Standing Committee also nominated an alumni member to join the Selection Panel for the Teaching Excellence Awards to acknowledge outstanding teaching staff, and the participation represented the expectation of alumni in quality of teaching.

Social Responsibility...

Protecting our Environment

As one of the drives under our highly valued social responsibility, we are working with related unit for computer-recycling to help save the environment and support the needy. In a computer-recycling programme hosted by Computer Science Society and Students' Union in May 2009, 83 supporters donated computer items of whom 38 were alumni.

Other works in 2009 for progressing towards achievement of our mission include:

Efforts Made to Further Strengthen the Development of Convocation through Administrative Review

Revision on Election Regulations and Constitution

As a green alumni body, we need to establish procedures and guidelines for effective operation of the Convocation. We have formed an Administrative and Constitutional Review Working Group to review the Constitution and administrative matters of the Convocation for better execution of the Convocation functions. Since the name of "Convocation" (評議會) has received considerable feedbacks and comments, we have recommended to change the Chinese translation of Convocation (評議會) to "香港城市大學校友議會" to better reflect its objectives and mission.

Opening of the "City University of Hong Kong Convocation Account"

An "City University of Hong Kong Convocation Account" was opened by the University on 5 November 2009. It was confirmed with the Finance Office that in view of the current situation that no incomes had been received for the Convocation, the mentioned account was expected to cater only for absorbing recurrent donation incomes/private funds solicited by the Convocation in support of the Convocation activities. However, the University can help arrange to accommodate other sources of incomes if any in the future on need basis.

Guidelines for organizing activities stipulated

To perfect the arrangement of organizing Convocation activities, Standing Committee members had stipulated and endorsed a guideline on organizing indoor and outdoor programmes in November 2009.

Team-building workshop to strengthen spirits

In our team-building workshop held in March attended by Standing Committee members, Secretariat members and other ARO representatives, we had gone through a constructive discussion on matters of Convocation development, year-plan activities and how to achieve further synergy with relevant parties to unite alumni to support University development.

Developing Collaborative Relationship

In order to strengthen communication with the University, we have had meetings with the Council Chairman, the President and other senior management of the University. We have also paid visits to various University departments such as Career and Internship Office, Communications & Public Relations Office and the Development Office, etc. Our meetings with representatives of the Students' Union and Alumni Civility Hall Residents' Association also helped us understand more about the needs and expectations of our future members. We have kept close communication with Alumni Relations Office and co-hosted a sharing session with alumni representatives with ARO in July 2009.

Socializing and Networking Activities

We have conducted a series of Convocation Talks and Convocation Happy Gathering for members. Experts and professionals in various fields were invited to share their expertise and insights with our members. The activities have been proven to serve as one of the good networking and knowledge sharing occasions for members. Alumni also enjoyed the outdoor experiences in the Nature Walk Series organised by CityU Convocation. They were offered the opportunities to appreciate the natural splendour amidst the concrete jungle. Some of the places they visited in 2009 include Ma Wan, the New Life Farm in Tuen Mun, Tung Lung Island, Wetland Park and Lantau Island.



Talk Series - "Dr Lee's Exploration of the Arctic Region - A Recent Update"
15 September 2009 (Tuesday)



Talk Series - "Teaching and Research: Dispelling Common Misconceptions"
14 July 2009 (Tuesday)



Convocation Happy Gathering - Organic Food
25 August 2008 (Tuesday)



Convocation Happy Gathering - "Collective Memories"
26 June 2008 (Thursday)



Convocation Nature Walk – New Life Farm & Cultural Attractions
31 May 2009 (Sunday)



Convocation Nature Walk - Tung Lung Island
19 April 2009 (Sunday)

Support from University

The University has provided the Convocation with great support. The Convocation Office located at To Yuen Building has been relocated to Rm6056, 6/F at Amenities Building on campus. Special thanks to the University for accommodating our request.

Two staff members of ARO dedicated to work for the Convocation Secretariat, facilitating and executing Convocation activities. The Convocation Secretariat serves as the administration organ of the Convocation in accordance with the Constitution of the Convocation. We look forward to seeing the same wonderful support for the Second Standing Committee.

From a fledgling establishment, we are growing and matured by experiences with the support from various parties. As the tenure of the First Standing Committee almost comes to a close, we would like to take this opportunity to express our heartfelt gratitude to the University Council and the senior management for their invaluable advice, our fellow Standing Committee members for their dedication, the Secretariat for their excellent work, and ARO for the indispensable partnership in alumni relations building. Last but not least, we thank Convocation members for their active participation and feedback and all others who have given us support throughout our terms of office.

Presented by:

Patrick LEE

Chairman of Standing Committee

On behalf of

Standing Committee of the Convocation

26 November 2009