

City University of Hong Kong

First Communication Committee of Convocation (2008-2009)

Paper for : Discussion
Subject : Convocation Standing Committee Broadcast Public Statements
Presenter : Mr Will Ma, Chairman, First Communication Committee

Steps	Descriptions	Considerations	Decisions / Recommendations
1.	If there is an issue, evaluate the issue based on its influence and based on its relevant parties involved in the issue (in the order of importance) CityU alumni, CityU, CityU students (undergraduates or postgraduates), society (Hong Kong, then global)	Need to consider if Convocation SC is the right position to deliver such a public statement, with respect to the issue, and with respect to the parties in concern (parties listed above in the order of importance);	
2.	Proposed by one Standing Committee (SC) member, seconded by at least another two SC members, to approve to take action, first action considered to be a public statement;	SC member who proposes the motion should be responsible for delivering objectives and rationale for the motion, and providing a brief analysis of appropriateness of role of SC to take the motion;	Proposed by: ___ SC member; Seconded by: ___ SC members
3.	One SC as convener, coordinated with the Secretariat, put forward a draft, this statement will be the stand and the	Based on the objectives and rationale, there should result in a focus for the statement;	

	direction for follow-up actions of the SC, for circulation and endorsement;		
4.	Out of the 15 SC members, should receive at least 8 SC members' endorsement to approve the public statement;	Secretariat should in her database have a collection of public statements for reference, categorized accordingly;	Approval: ___ SC members endorsement
5.	The public statement is confirmed, together with the name of the SC members who endorse the document, be ready at the Secretariat for broadcasting to all alumni members within 24 hours (since proposed by SC member);	Individual discussion and preparation may involve face-to-face meeting, and telephone conversations, however, broadcast message should mainly through email; Secretariat should be responsible for follow-up calls to individual SC members	Within 24 hours: Step 2 – 5

Convocation SC Responding to Issues

	Decisions	Considerations	Decision / Recommendation
1.	Whether SC should take proactive actions	All further actions should include: <ol style="list-style-type: none"> 1. Objectives & Rationale 2. Target 3. Measurable Action Plan with Benchmark 4. Time Frame 	
2.	Whether one-off public statement is enough	<ol style="list-style-type: none"> 1. 2. 3. 	
3.	Whether other actions should be followed: <ol style="list-style-type: none"> 1. SC representatives attend relevant committee about the issue 2. SC initiate and elect convenor to establish task group to study the issue for further recommendations and follow-up actions Other possible options: _____	Reasons: <ol style="list-style-type: none"> 1. 2. 3. 	