JCI Hong Kong

We Are LEADERS

JCIHK

2025 Admin Workshop

17 December, 2024


JCI
TM
Hong Kong


We Are
LEADERS

Recital of JCI Creed, Mission and Vision

JCI Creed

We believe...

That faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth's great treasure lies in human personality;

And that service to humanity is the best work of life.

JCI Mission

To provide leadership development opportunities that empower young people to create positive change.

JCI Vision

To be the foremost global network of young leaders.

Recognition of Guests
Welcoming Speech

Group Photo

Agenda

1. Secretariat
2. Records and Recognition
3. Corporate Communications
4. Content Marketing
5. Treasury

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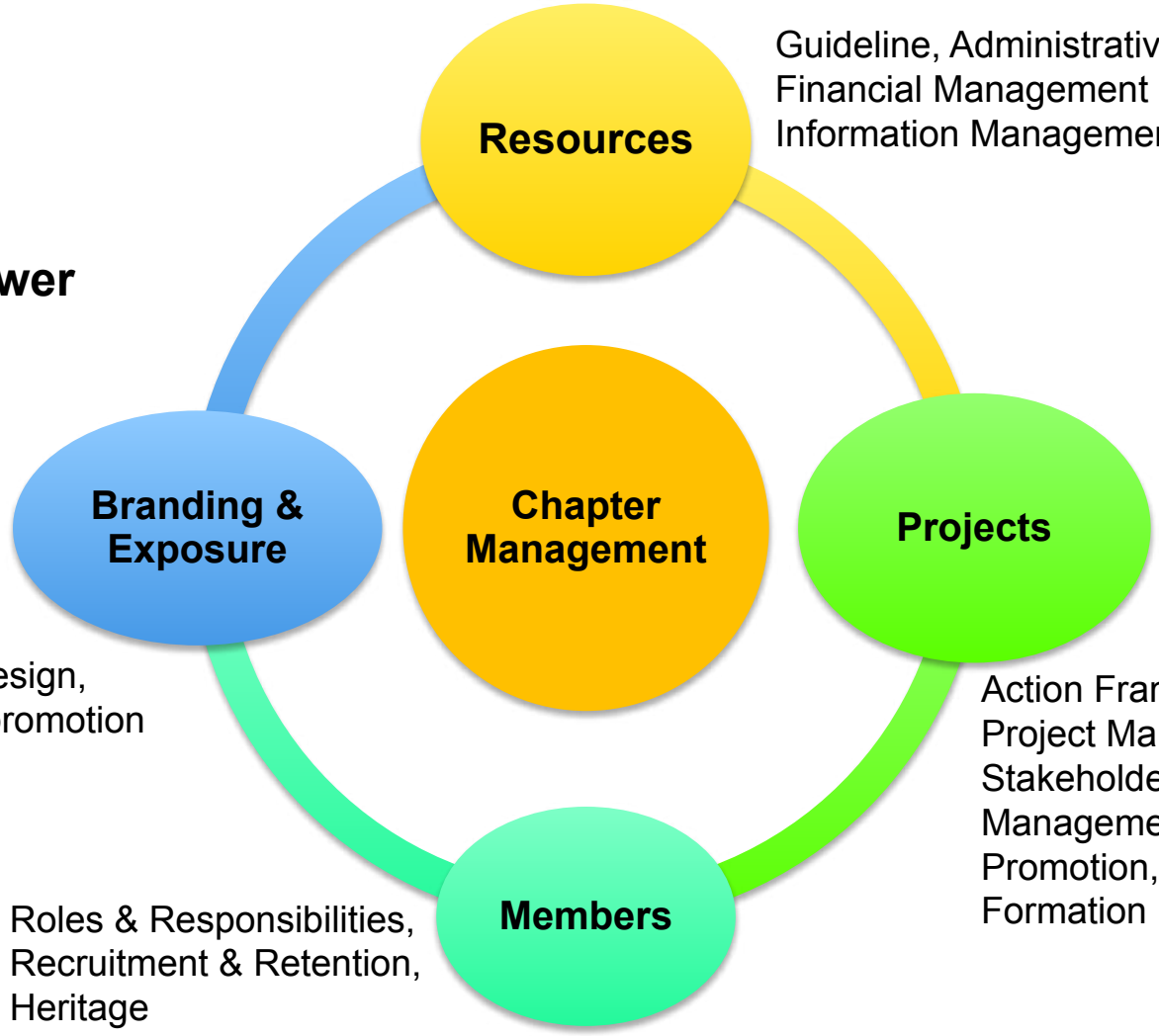
Secretariat

National Secretary General Designate

Karen Lo

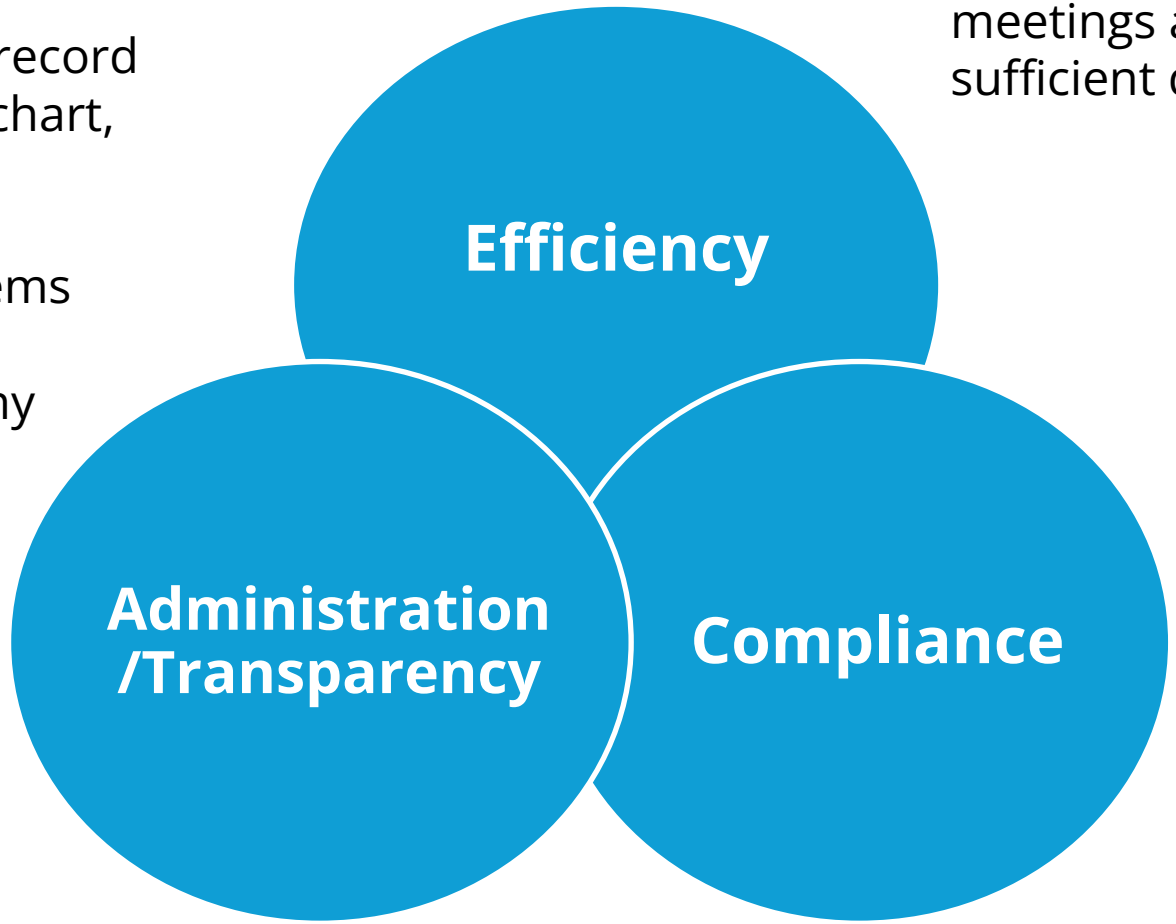
From A to A+ Chapter Management

- ✔ **Cohesive Environment**
- ✔ **Achieve for Year Goal**
- ✔ **Management of Resources and Manpower**
- ✔ **Information dissemination**
- ✔ **Communicate for follow-up**



Roles and Duties of Secretariat

- Information and record update (e.g. Org chart, Recognition list)
- Office and administrative items management
- Inform LOM of any changes



- NOM Efficiency Index
- Ensure board meetings and general meetings are held smoothly with sufficient quorum

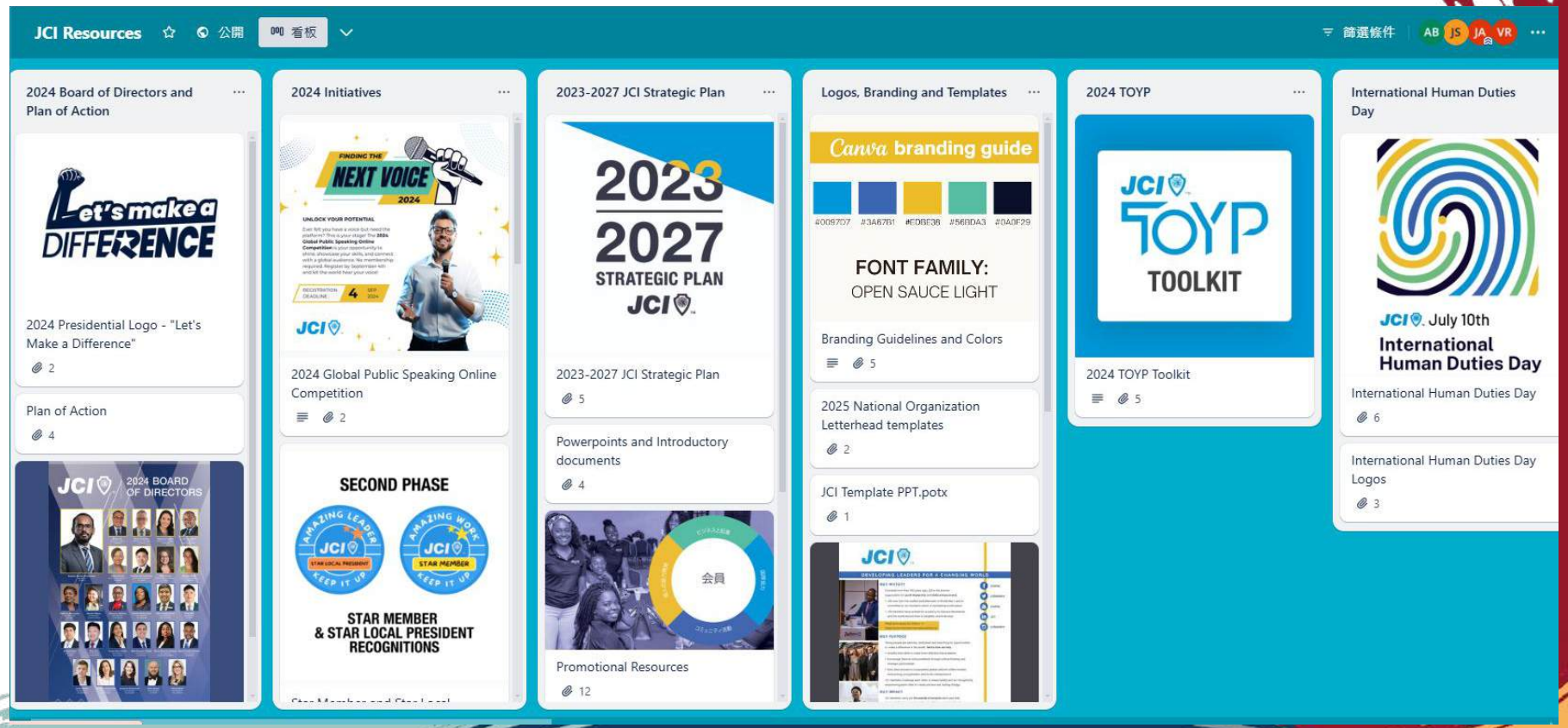
- Companies Ordinance, Articles of Association, and JCIHK by-laws
- Ensure all company documents and seal / chop are properly kept and timely filed

(i) Online resources

Resources On JCI Website

Latest JCI Direction and Guideline

https://trello.com/b/Rttm3Ywf/jci-resources

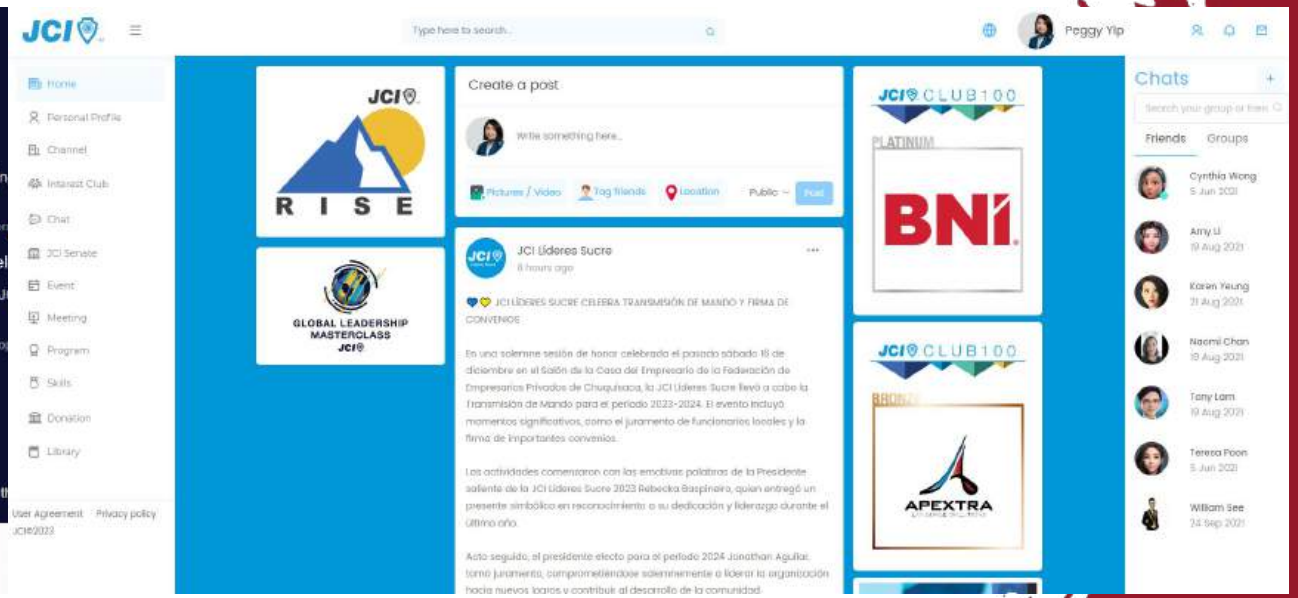


Resources On JCI Website

Latest JCI Movement and Training Resources

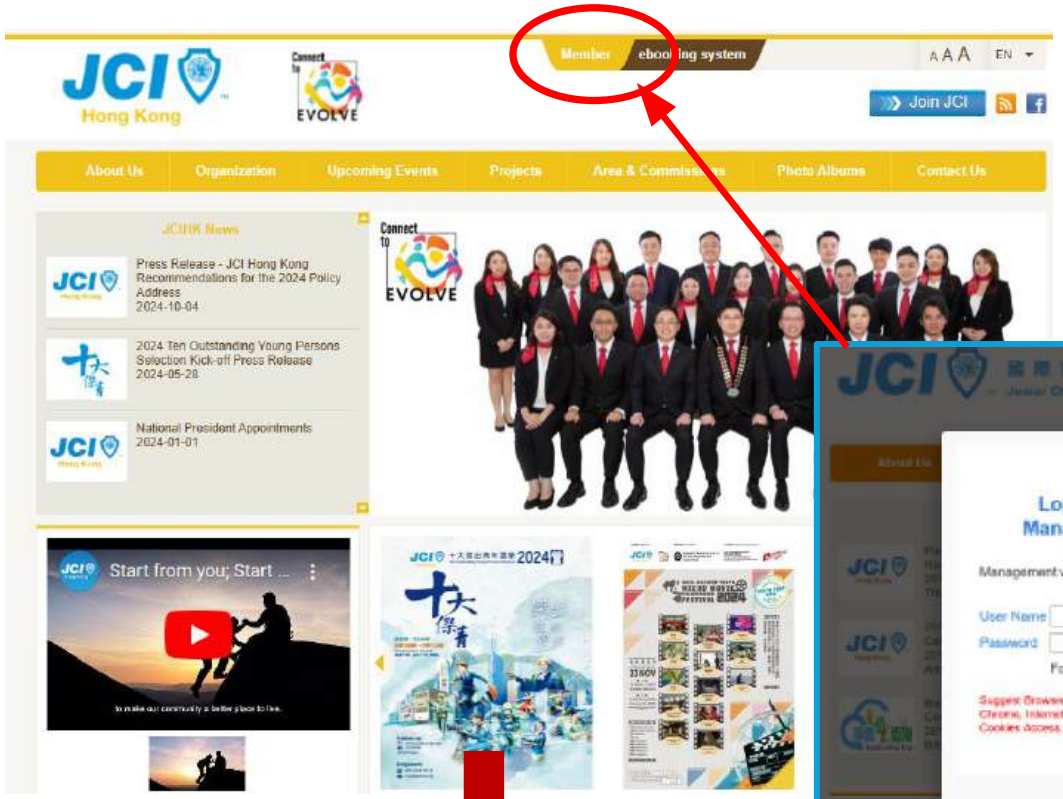
https://jvc.jci.cc

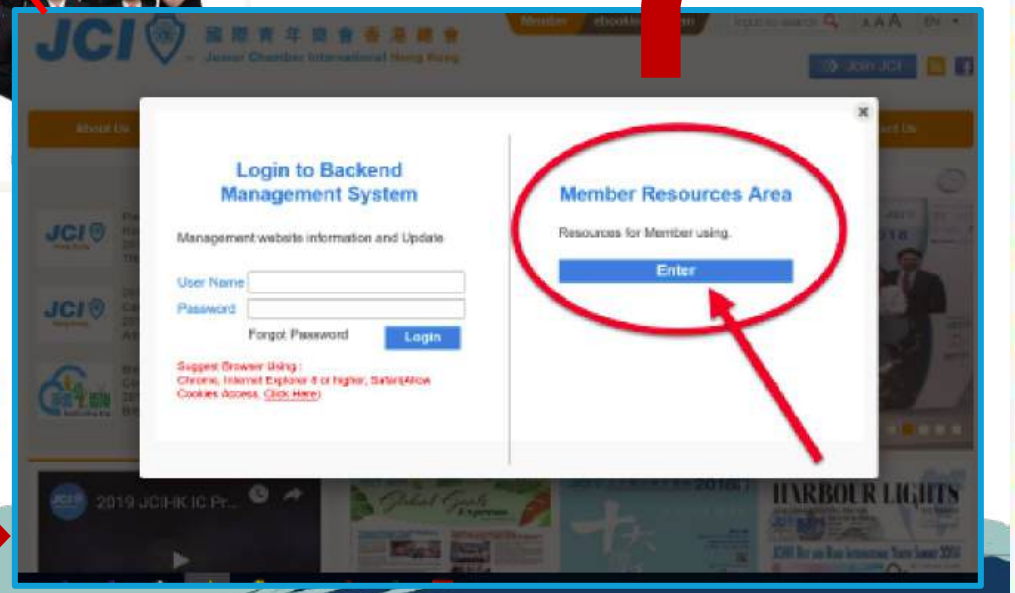




In January 2024, the current content on the jci.cc website will be shut down and the jvc.jci.cc will take over that web domain.

Resources on JCI Website





- Administration
- Membership
- Nomination Area
- Records & Recognition
- Treasury
- Strategic Planning Committee
- Trainer Search
- Partnership and Sponsorship
- Resources (JC Song, Music, PMO Video)
- JCIHK Calendar
- JCI Hong Kong Sales & Rental Items
- JC Library Index
- JC Library 1
- JC Library 2
- JC Library 3
- JC Library 4

Protocol

JCIHK Recognition List

https://www.jcihk.org/en/download.php?menuid=107&groupid=0&id=193

Document	Format
2024 NOM Calendar & Deadlines (Adopted on 2 Dec 2023)	PDF
2024 Name Card Template	PDF
2023 JCIHK Presentation Template	PPTX
2023 NOM Calendar & Deadlines (Adopted on 16 Oct 2023)	PDF
2023 JCIHK Attendance List - Chinese (updated on 13 December 2023)	DOC
2023 JCIHK Attendance List - English (updated on13 December 2023)	DOC
JCIHK Past National President List - English (Updated on 1 Jan 2023)	DOC
JCIHK Past National President List - Chinese (Updated on 1 Jan 2023)	DOC
2023 JCIHK Recognition List - English (updated on 13 December 2023)	DOC
2023 JCIHK Recognition List - Chinese (updated on 13 December 2023)	DOC
JCI Generic Presentation Template - 2021 Ver. (16:9)	PPTX
JCIHK 2021 Champion of Championship Guidelines	PDF PDF
JCIHK Corporate Communication Guidelines (Updated: Jan-2022)	PDF
JCI Generic Presentation Template - Brush Strokes (16:9)	PPTX
JCI Generic Presentation Template - Brush Strokes (4:3)	PPTX
JCI Generic Presentation Template - Classic (16:9)	PPTX
JCI Generic Presentation Template - Classic (4:3)	PPTX
JCIHK EDM application form	Link
Application for full affiliation to JCIHK (Updated on 01 Jan 2023)	DOC
Provisional LOM Application Form	DOC
JCI Corporate Identity Guidelines	PDF

Government Protocol

https://www.protocol.gov.hk/tc/precedence.html



二零二四年十二月五日
5 December 2024

香港特別行政區排名名單
THE PRECEDENCE LIST OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION

1. **行政長官**
The Chief Executive
李家超先生，大紫荊勳賢，SBS, PDSM, PMSM
The Hon John LEE Ka-chiu, GBM, SBS, PDSM, PMSM

2. **終審法院首席法官**
The Chief Justice of the Court of Final Appeal
張舉能首席法官，大紫荊勳賢
The Hon Andrew CHEUNG Kui-nung, GBM

3. **香港特別行政區前任行政長官(見註一)**
Former Chief Executives of the HKSAR (See Note 1)

董建華先生，大紫荊勳賢
The Hon TUNG Chee Hwa, GBM

曾蔭權先生，大紫荊勳賢
The Hon Donald TSANG, GBM

梁振英先生，大紫荊勳賢，GBS, JP
The Hon C Y LEUNG, GBM, GBS, JP

林鄭月娥女士，大紫荊勳賢，GBS, JP
The Hon Mrs Carrie LAM CHENG Yuet-ngor, GBM, GBS, JP

4. **政務司司長**
The Chief Secretary for Administration
陳國基先生，GBS, IDSM, JP
The Hon CHAN Kwok-ki, GBS, IDSM, JP

NOM Calendar

Adopted on 7 Dec 2024

https://drive.google.com/file/d/1sHvhsl-jJTKty57WkBC7FNvnTu-hJg_3/view?usp=sharing

*****There might be further adjustments afterwards**

January 2025				
1/1/2025	Wed	New Year Gathering & Courtesy Visit	Event	
3/1/2025	Fri	Overseas Guest Reception	Event	
4/1/2025	Sat	2025 JCI Hong Kong Inaugural Ceremony	Event	
11/1/2025	Sat	NAEO Meeting and Joint Board Meeting 1	Meeting	
19/1/2025	Sun			Deadline: Submission of materials for monthly E-newsletter to members
20/1/2025	Mon	Partnership Pitching Workshop	Training	
21/1/2025	Tue	Monthly JIB #1	Event	Morning
21/1/2025	Tue	Civic Engagement Workshop	Training	
22/1/2025	Wed	1st Prospective Members Orientation 2025	Event	
February 2025				
17/2/2025	Mon	February NAEO and NOM Board Meeting	Meeting	
18/2/2025	Tue	Monthly JIB #2	Event	Morning
19/2/2025	Wed	LD Debate Workshop 1	Training	
22/2/2025	Sat	Partnership Pitching Day	Event	
23/2/2025	Sun			Deadline: Submission of materials for monthly E-newsletter to members
26/2/2025	Wed	E-bidbook Seminar 1	Training	
28/2/2025	Fri			Deadline: Reimbursement of 2024 HKJC Foundation Funding
28/2/2025	Fri			Deadline: Reimbursement of 2024 Wofoo JCIHK Empowerment Fund
28/2/2025	Fri			Deadline: 2025 HKJC Foundation Funding Application (1st)
28/2/2025	Fri			Deadline: 2025 Wofoo JCIHK Empowerment Fund Application
March 2025				
1/3/2025	Sat	JCIHK CYE Workshop	Event	Bidding deadline: JBM1
5/3/2025	Wed	LD Debate Workshop 2	Training	
8-9/3/2025	Sat-Sun	42nd 5-Star Training Camp	Training	Bidding deadline: JBM1
12/3/2025	Wed	JCI World Public Speaking Championship (HK Selection) Workshop	Event	
15/3/2025	Sat	Trainer's Mentorship Program Kickoff and Workshop	Training	
17/3/2025	Mon	March NAEO and NOM Board Meeting	Meeting	
18/3/2025	Tue	Monthly JIB #3	Event	Morning
20/3/2025	Thu	NBN Event #1	Event	
22/3/2025	Sat	JCI World Public Speaking Championship (HK Selection) Final Contest	Event	Bidding deadline: JBM1
23/3/2025	Sun			Deadline: Submission of materials for monthly E-newsletter to members
23/3/2025	Sun			Deadline: Submission of LOM projects recap for E-newsletter to externals
23-25/3/2025	Sun-Tue	ASPAC Senate Golf (Danang, Vietnam)	Event	
26/3/2025	Wed	IA Ambassador Training Workshop	Training	

3 Essential Systems

Please check with P or HS to obtain the relevant usernames and passwords.

	JCIHK.org - LOM page	eBooking System	Membership System
Link	http://jcihk.org/webadmin/index.php 	http://www.jcihk.org/e-booking/ 	http://www.jcihk.org/membership/ 
Main Purpose / Notes	· Update Chapter Profile · Promotion of LOM events · Submitting applications / claims for HKJC Foundation	· Booking of seminar rooms and meeting rooms in Chamber Office · OC meetings / board meetings shall not incur charge	· Membership database to add / remove / edit members' information · Monthly declaration of membership status

IMPORTANT (HS/Digital)

Update of Chapter Profile on JCIHK Website

(to be done on 1st Jan 2025)

- Organization > Affiliated Chapters
- Chapter profile includes:

1. **Chapter Basic Info**
2. **Background of Chapter**
3. **LOM P name and photo**
4. **Year theme / Main projects**



Please check with P or HS to obtain the relevant usernames and passwords. (JCIHK.org - LOM page)

Google Calendar

Types	Purpose	Edit Right
NOM Calendar (jcihk.calendar@gmail.com)	NOM Events	NOM Senior Excom / NSG / Chamber Office Staff
LOM Calendar (jcihklom@gmail.com)	Promotion of LOM Events	NSG / Chapter President & assigned LOM Officer / Chamber Officer Staff

LOM BODs are encouraged to subscribe to the above calendars.

Guidelines for LOM Calendar:

- **Sharing of FORMAL and IMPORTANT events only:**

✔ **Yes:** **MFGs, Flagship Projects, Official Courses, Anniversaries**

x **No:** **PMO, Happy Hour, BOD Training Camp**

- **Format:** **[JCI Queensway] Inaugural Ceremony cum Jan MFG**

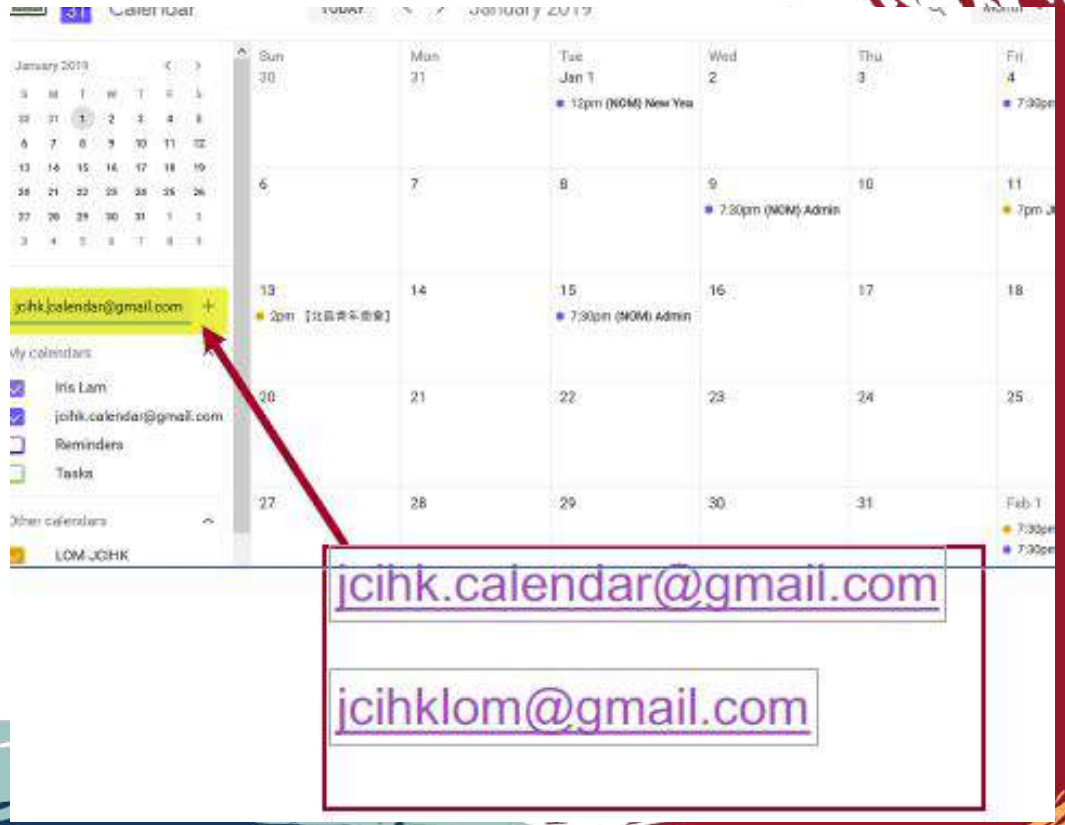
How to subscribe Google Calendar?

Steps on Desktop

1. Login your Gmail account and go to Calendar

2. Insert jcihk.calendar@gmail.com / jcihklom@gmail.com in **"Add a Friend Calendar"** field on the left sidebar and Click "Add" button

3. Calendar will be shown under "Other Calendar"



How to subscribe Google Calendar?

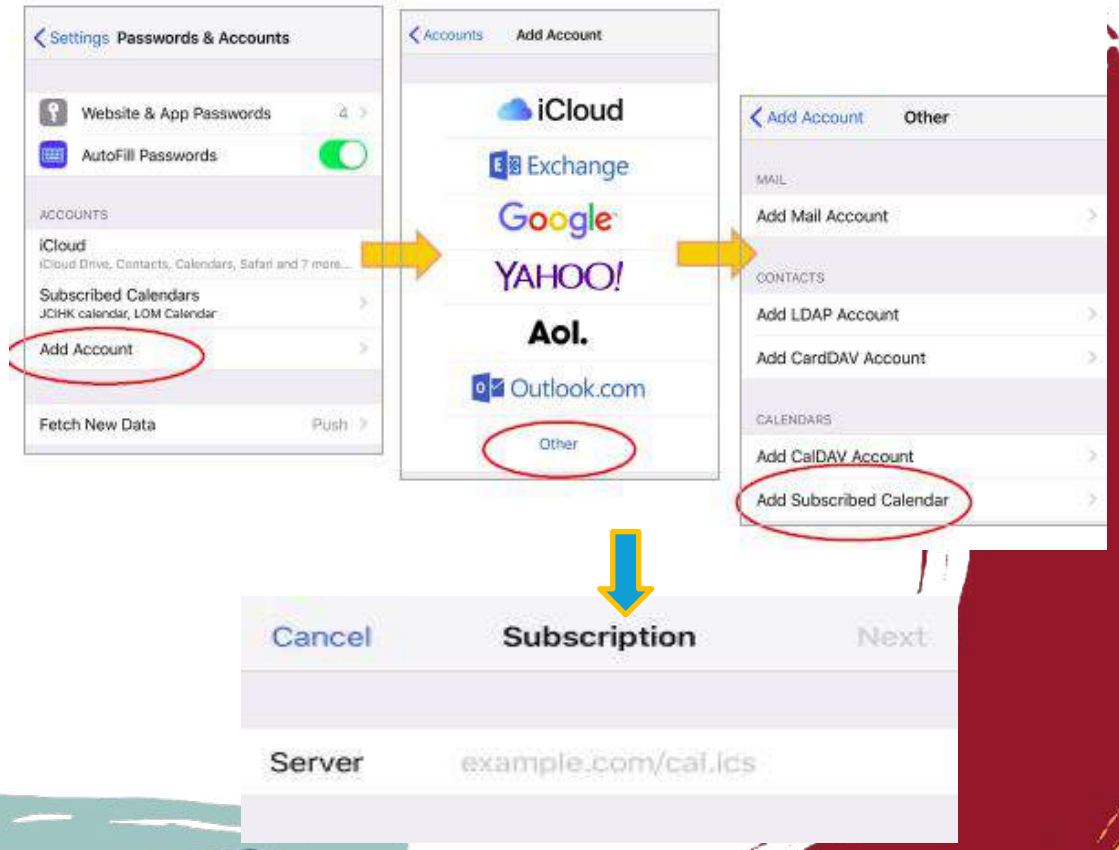
Steps on iPhone

1. Go to Setting □ “Passwords & Accounts” □ “Add account” □ “Other” □ “Add Subscribed Calendar”

2. Enter Subscription Server Link:

   NOM Calendar:
   calendar.google.com/calendar/ical/jcihk.calendar%40gmail.com/public/basic.ics

   LOM Calendar:
   calendar.google.com/calendar/ical/jcihklom%40gmail.com/public/basic.ics



NOM Project File

For ALL NOM projects, hosting chapter(s) shall submit Project Files to the NOM Secretariat team for proper record. It is recommended to use Google drive for such purpose and submission can be done by sharing the same file to 2025 NSG Karen Lo at karen.lo@jcihk.org.

Project file shall include but not limited to the following:

- Meeting materials, Program, Promotion, Logistics items
- Approved budget and IE statement
- Participant list, Project Photos
- Any other related items

Please refer to "Project File Checklist" on JCIHK website:
https://jcihk.org/en/download.php?menuid=107&groupid=114&id=131

BONUS EI

Submission of project file within 45 days after the event

- **7 points** for 1 chapter
- **5 points** per chapter (Co-host projects)



JCI Hong Kong

PROJECT FILE CHECKLIST

The purpose of the project file is to keep all information of each project properly for record and for future reference. This will also facilitate projects of similar kind to run more effectively and smoothly.
The project file is recommended to be completed **within 45 days** from completion date of the project. Below is a checklist recommended for your easy reference:

Administration
- Agenda and Minutes of Organization Committee Meetings
- Evaluation Meeting report and suggestions to the project
- Organization chart of Organization Committee
- Organization Committee contact list
- Invitation letter to GOH, Patron and other guests
- Thank you letter

Survey and Analysis
- Contact information of potential sponsors (company name, contact person, position, contact no., email address, nature of business)
- Contact information of media (company name, contact person, department, contact no., email address, contact of which event)
- Contact information of speakers (company name, contact person, contact no., email address, correspondence address)
- Reference materials on the subject
- Press clippings

Planning
- Project Proposal
- Originality (background, objective)
- Proposed time schedule of events
- Working schedule

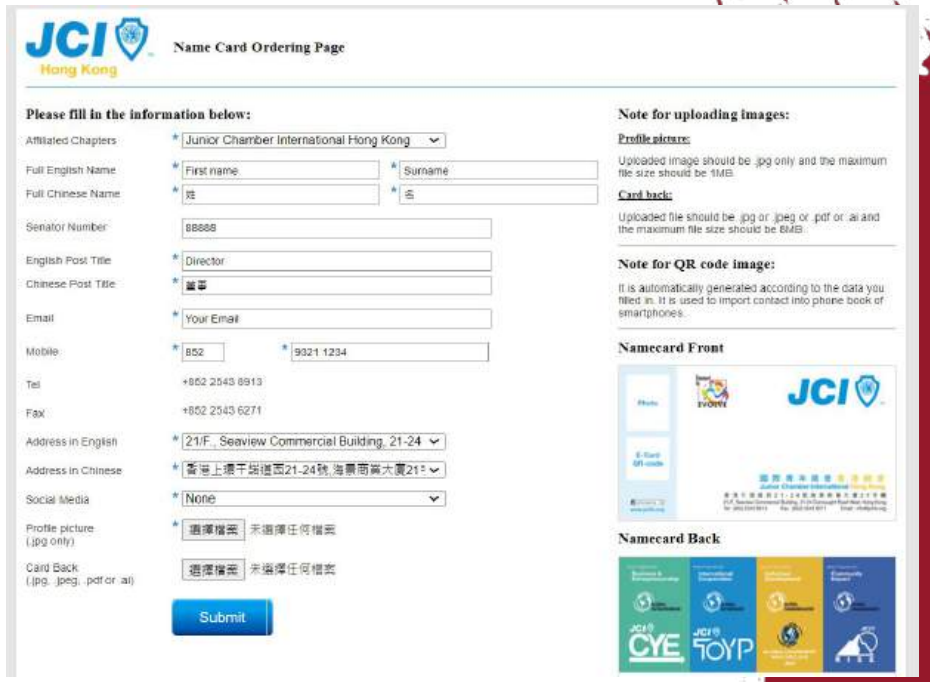
Finance
- Proposed Budget
- Income and Expenditure Statement
- Cashflow Statement
- List of sponsors
- Quotation and invoice
- Original copies of all receipts and claim forms

Name Card Order



Order directly via online platform :
https://www.cpress.com.hk/jci-nc-vcf-5/

200pcs = HKD110
300pcs = HKD120
500pcs = HKD150



Please refer to "Name Card Template" on JCIHK website:
https://www.jcihk.org/en/download.php?menuid=107&groupid=0&id=193

(ii) Physical resources

Proper Use Of Chamber Office

Chamber Office

- Office staffs: CE Phyllis, Kary (Admin), Michelle (Accounts)
- Office hour: Mon-Fri 9:30am - 8:00pm, Sat 9:30am - 2:00pm, Sun closed.
- Rooms available for booking: Seminar Room 1, 2, 3 & Peninsula Meeting Room
- Room bookings to be made by online booking system
- No fee applies for Board Meetings and OC meeting only

Proper Use Of Chamber Office

Use of Rooms

- All rooms shall be kept clean and tidy, and return to the original setting after use.
- Shall ensure all lights and electronic appliances, especially the air-conditioner, overhead projector, TV and computer are switched off after use and if you are the last person to leave the Chamber Office.
- For extra chairs, please return to Seminar Room 3 (under the shelf) after use.








Proper Use Of Chamber Office

Use of Common Areas and Equipment



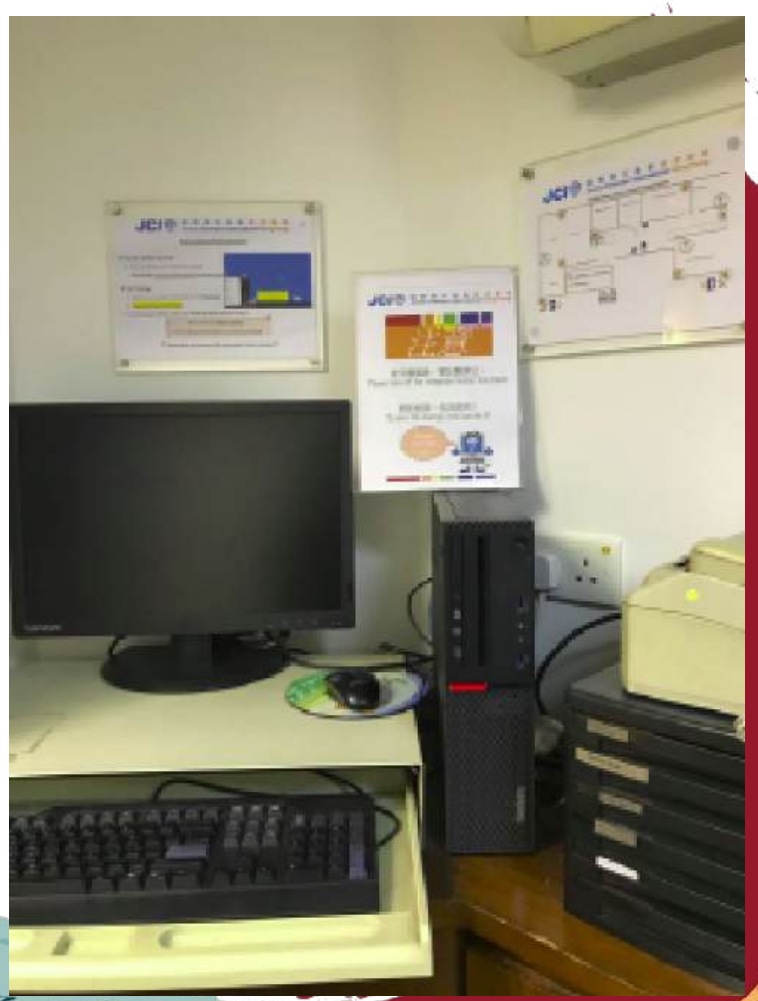


- No smoking in office area, even corridor
- Shall take good care of all equipment
- Water / liquid disposal to the toilet, NOT rubbish bin
- For large-size rubbish, please take them to **上環市政大廈垃圾收集站**.
- Publications can be passed to Office Staff for display at reception / corridor area.
- Shall ensure the due return of equipment or property in a thoroughly clean and good condition.
- Should any equipment be lost, damaged, stolen or removed during the period of use, the renting organization shall be responsible for the total original cost or the cost of replacing any part of such equipment.

Proper Use Of Chamber Office

Use of Public Computer and WIFI

- Protect yourself – remember to log out after use and delete the files that you saved in the computer
- Switch off the computer after usage
- You may find the WIFI password on the wall.



Proper Use Of Chamber Office

Printing and photocopying

Format	*Cost*	*Remarks*
Black & White	HK$0.5; HK$1.0	Single page; Double-sided
Colour	HK$3 per side	

- The copier supports WIFI printing service. Guidelines can be found on the wall.
- Copier password: Please check with P or HS.



Proper Use Of Chamber Office

Recycling and Donation

- Recycle paper shall be put in the recycle box.
- For materials in good condition, the same can be passed to Chamber office staff and they will arrange for donation to other parties.
- Please **CLEAN & EMPTY** the bottles/cans before putting into the recycle bin.







Proper Use Of Chamber Office

Storage Area for Local Chapters

The keys of these 3 areas should be kept by President or HS or related board member. If other member would like to open it, they should ask the authorization by President and inform Chamber Office Staff.



Near Common Area


At Seminar Room 3

MAIL BOX

for receiving mailings only

NOT for material storage


Near the Board Room

Proper Use Of Chamber Office

Temporary Storage of Materials in Seminar Room 3

- LOM Chapters may place project materials on the shelf of Seminar Room 3 for **14 days**.
- A form has to be filled in, one copy to Chamber staff, and the other to be stuck onto the surface of the materials being stored.
- Penalty charge after 14 days: **HK$100 per day for max. 7 days**
- **After 21 days,** the materials will be **disposed** and **HK$500 cleaning fee** will be charged.
- NO project materials should be placed on the floor.





Proper Use Of Chamber Office

JC Supplies @ Chamber Office

- JC Supplies including pins, scarves and ties, souvenirs, etc. can be purchased through Chamber Office. For details and respective cost, please contact Chamber staff.

- Please also visit JCIHK website: https://www.jcihk.org/en/general.php?menuid=107&groupid=158&id=76





Proper Use Of Chamber Office

Mailing Service

- Mailing application form shall be submitted
- Printed material shall be delivered to Chamber Office 2 working days prior to designated mailing date and to inform chamber office staffs
- Suggested mailing size: A4
- Excess printed materials will be disposed 7 days after the mailing date
- Charges of posting of circulars or newsletters are as follows:

  any pages' up to 25g HK$2,595
  any pages' up to 40g HK$4,245
  any pages' up to 90g HK$6,315
  any pages' up to 230g HK$9,405
  (subject to latest postage cost)

(iii) Protocol and Dates

Joint Directors Meeting (JDM) / Joint Board Meeting (JBM)

	Joint Directors Meeting	Joint Board Meeting
Dates	**21/6, 13/12 (All Saturdays) @ 2 - 6pm**	**11/1, 12/4, 12/7, 6/9, 6/12 (All Saturdays) @ 2 - 6pm**
Usual Venue	TBC	Chamber Office
Whom to join for LOM?	All LOM BODs	LOM P only
Points to note	• Board attendance % counts EI • Be on time and sign attendance sheet per instruction by NRR team	• P attendance counts EI • On time submission of reports in Google doc format **(Late penalty may applies)** • Absence notice and appointment of acting P shall be notified to NSG 3 days in advance

Complaints procedure

- Anonymous complaints will not be entertained
- Complaints shall be raised by **LOM President** in **written format**
- Complaints shall be raised within **ONE MONTH** from when the incident occurred
- Proofs of the complaint shall be provided

Whatsapp Groups

For announcements and efficient communications

- Bulletin (Presidents)
- Admin / Sec / R&R
- Treasury
- BA / Partnership
- CC+Digital Marketing/ Publication
- IA
- LD
- Mainland
- Membership
- YSD+Civic Engagement

Protocol to invite JCI officers

- Official invitations shall be done through JCIHK even if the officer(s) is from your sister chapter
- LOM shall prepare **official invitation letter(s)** and send to JCIHK office for issuance
- Allows at least **14 days** for JCIHK office to send the letter out and wait for reply
- Officers shall **not** attend LOM Anniversaries

(iv) Essential tips

Legal Compliance And Confidentiality

Reminder - Some legal requirements:

- ND2A – Change of directors form to be submitted to the Companies Registry within 15 days after any change(s) of appointment
  (For FULL E.I. points, **on or before 17 Jan 2025**, detail refer to E.I. guideline)

- Change of bank signatories + inform bank of the change of directors

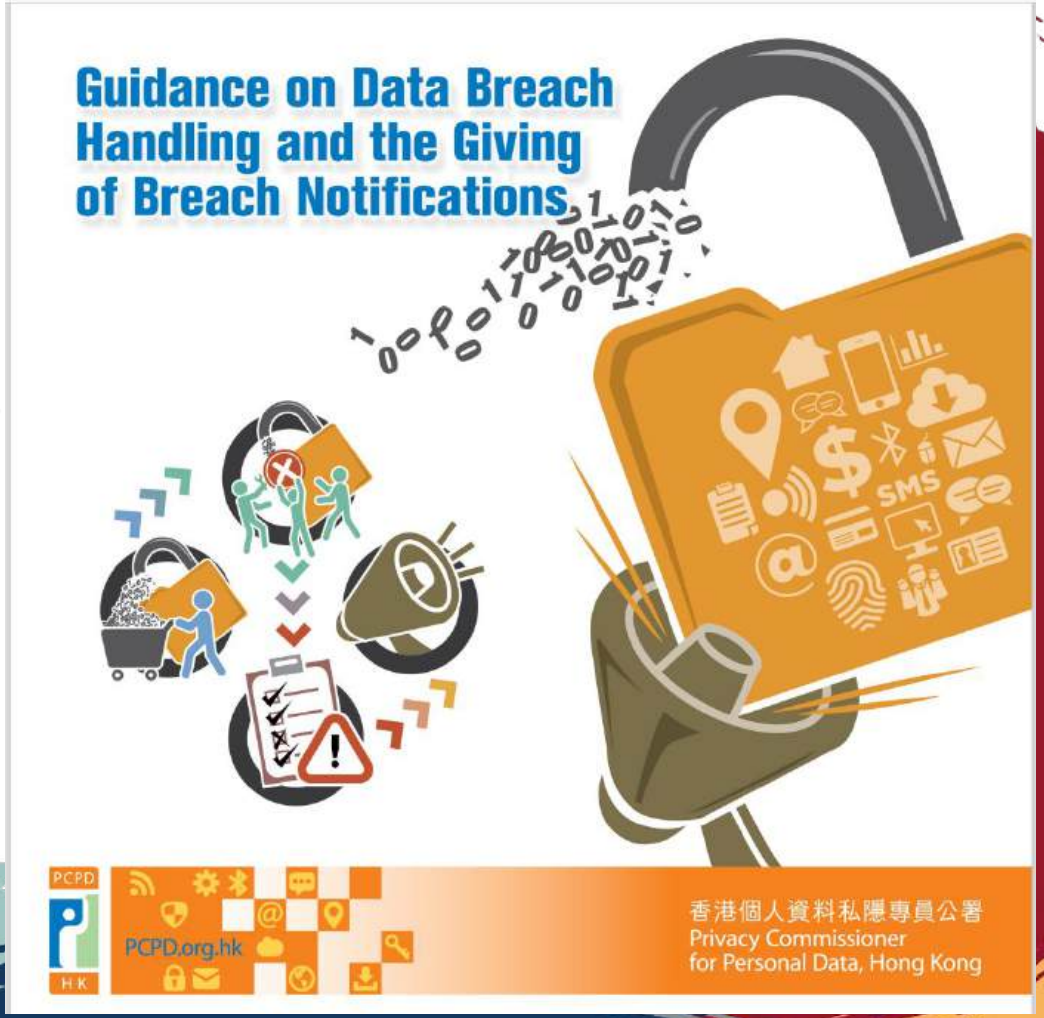
- Ensure safekeeping and proper use of Corporate documents, stamps, minutes and resolutions, and Register of Significant Controllers

Legal Compliance And Confidentiality

Confidentiality:

- It is recommended that important passwords shall be changed from time to time and are not to be circulated.
- **All members' information should be kept strictly confidential.**
  [*On a need-to-know basis]
- Data breach (資料泄露)

  "Two-identifier Principle":
  Terry Chan OR/AND A123456(7)



Etiquette, Standard, Be Professional



1. Check清楚主旨同內文係講緊同一件事
2. 你的簽名
3. 回覆時間 (1 – 2 日): 有需要的話要出 Holding Reply & 預期完成時間
4. 冇人明的Short Form
5. Cc, Bcc 會長/相關人士
   - Put everyone in the loop!!!
6. 精簡 – 除非你寫緊律師信?
7. Avoid Multiple Emails on same issue! 諗清楚, 先出街

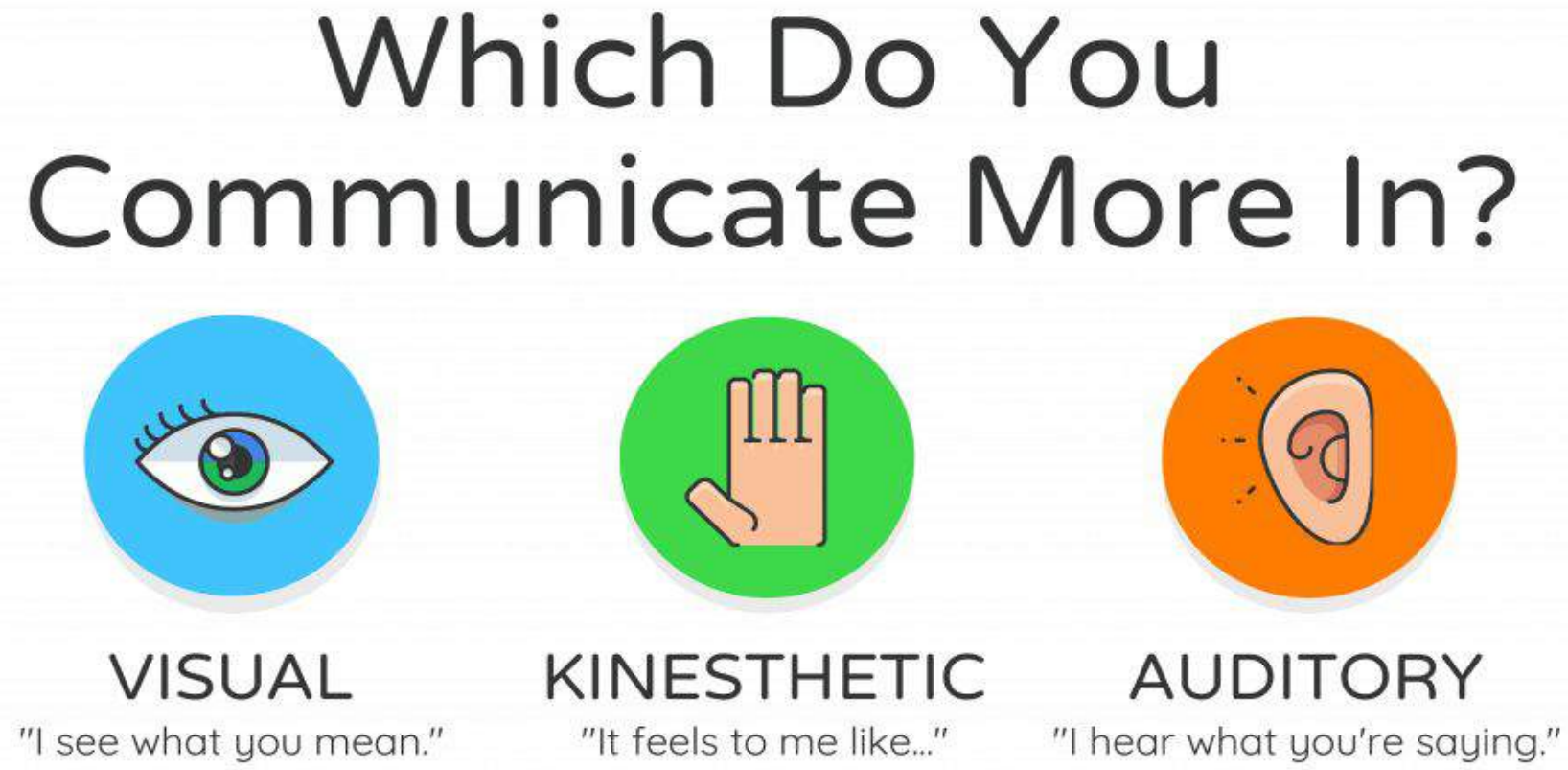
Etiquette, Standard, Be Professional



1. 回覆時間 (1 – 2 日): 有需要的話要出 Holding Reply & 預期完成時間
2. 冇人明的Short Form
3. 諗清楚乜人會係個群組入面?
4. 重要事項: Star/Send 比自己, PIN message
5. **重要Submission永遠係Email + Whatsapp, 並以Email為準**

Apart from writing...

MODES OF MESSAGE DELIVERY



Leadership By Admim

1. Solve Problems
2. Improve Processes
3. Anticipate Needs
4. Make More Decisions
5. Manage Projects
6. Mentor Other Admins
7. Develop Deeply Meaningful Relationships



https://eatyourcareer.com/2019/03/7-ways-admins-can-do-more-meaningful-work/

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Records and Recognition

National Records and Recognition Director Designate

Janet Wong

JCI Hong Kong

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2025 Efficiency Index (E.I.) - Compliance Purpose

2025 Bidbook & Awards - Recognition Purpose

At least **80%** E.I. score achieved in **BOTH** Administration & Participation in order to meet Awards Criteria

Administration E.I.

Compulsory E.I.
Administration (Total 195 points, max. 100%)
Participation (Total 103 points, max. 100%)

Start from Nov 2024

Monthly Board Meeting Minutes

Month: Last day

1 point for each month (by 23:59 on the last day of next month)

Start from Dec 2024

Monthly membership declaration in membership system

Month: 20

1 point for each month (by 23:59 on 20th of each month)

Submit Memorandum & Articles of Association

DEC 31 Tuesday

Submit on or before 31-Dec-2024 (23:59)

Report Membership Figures during 1st JBM and Settlement of Membership Dues

JAN 11 Saturday

Q1 Membership dues settled within 30 days upon issuance of debit note

Clear all "Update Request" with correct info in the membership system

JAN 11 Saturday

Clear on or before 11-Jan-2025 (23:59)

Submit **2025 ND2A** to CR

JAN 17 Friday

Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 17-Jan-2025 (23:59)

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2025 Efficiency Index (E.I.)
- Compliance Purpose

2025 Bidbook & Awards
- Recognition Purpose

At least **80%** E.I. score achieved in **BOTH** Administration & Participation in order to meet Awards Criteria

Administration E.I.

Compulsory E.I.
Administration (Total 195 points, max. 100%)
Participation (Total 103 points, max. 100%)

Others

- **Harbour Lights** Materials Submission
- NOM **Mid-Year Feedback Form** Submission
- **JVC Platform** Registration
- 60th **National Convention Report** Submission
- **2025 Impact & Sustainability Report** Submission
- Upload Project Details to JCI Website Project Gallery

JCI Hong Kong

We Are LEADERS

2025 Efficiency Index (E.I.)
- Compliance Purpose

2025 Bidbook & Awards
- Recognition Purpose

At least **80%**
E.I. score achieved
in **BOTH**
Administration &
Participation
in order to meet
Awards Criteria

Participation E.I.

Compulsory E.I.
Administration (Total 195 points, max. 100%)
Participation (Total 103 points, max. 100%)



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2025 Efficiency Index (E.I.)
- Compliance Purpose

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At least **80%** E.I. score achieved in **BOTH** Administration & Participation in order to meet Awards Criteria

Participation E.I.

Compulsory E.I.
Administration (Total 195 points, max. 100%)
Participation (Total 103 points, max. 100%)

Others

- **Joint Board Meeting**
- **Joint Directors Meeting** and Executive Development Program
- **75th Anniversary banquet**
- **Award Judging Day**

2025 Efficiency Index (E.I.) - Compliance Purpose

2025 Bidbook & Awards - Recognition Purpose

Awards Criteria

For bidding NC Awards
"**Most Outstanding Chapter President**"
or "**Best Chapter of the Area**" or
"**Outstanding Progressive LOM Award**"
the LOM must have achieved at least
80% under the 2025 LOM Efficiency Index in both areas -
"Administration" and "Participation"
by **20 August 2025**

100% efficiency or
the LOM that attains the Highest score if none of the LOMs attain 100% efficiency (at least 90%)



An award will be presented in Dec 2025

LOM(s) that attains **80% efficiency or above**



Certificate of Merit will be presented in Dec 2025

JCI Hong Kong

We Are LEADERS

2025 Efficiency Index (E.I.) - Compliance Purpose

2025 Bidbook & Awards - Recognition Purpose

Bonus E.I.

Bonus E.I.
Total 230 points

DATE	ITEM	EXPLANATORY NOTE	12 POINTS	7 POINTS	2 POINTS	0 POINT
BONUS						
Dec 2024 - Nov 2025	Host NOM Project & Submit Project File	16	-	1 Project & Project file submitted within 45 days after the event (5 points to each chapter if co-host)	-	-
Dec 2024 - Nov 2025	(1) Area Conferences (including Africa & Middle East, Americas, European but excluding ASPAC and World Congress) and (2) Senate Golf	17	≥ 3 members join the Area Conferences or Senate Golf	2 members join the Area Conferences or Senate Golf	1 member joins the Area Conferences or Senate Golf	-
Dec 2024 - Jun 2025	Submit ALL related ASPAC Payment on Time	18	-	All Payment, at all material times, settled on or before deadline announced by NOM IA team	-	Late or No submission
Dec 2024 - Jun 2025	Submit ALL related World Congress Payment on Time	18	-	All Payment, at all material times, settled on or before deadline announced by NOM IA team	-	Late or No submission
Dec 2024 - Nov 2025	NOM Official Reception for Overseas Guests	19	-	-	Chapter President + ≥ 2 members joining NOM IA Reception	-
Dec 2024 - Nov 2025	NOM IA Activities	20	-	≥ 5 members being helper of IA events	≥ 2 members being helper of IA events	-
Dec 2024 - Nov 2025	Cooperation with Government Bureau/Department, District Office, District Council, Rural Committee/Heung Yee Kok, Youth organisations, NGOs, corporate organisations, etc.	21	Joint project with Government Bureau/Department, District Office, District Council, Rural Committee and Heung Yee Kuk that have been carried out before 30/11/2025 (≥ 5 times)	Joint project with Government Bureau/Department, District Office, District Council, Rural Committee and Heung Yee Kuk that have been carried out before 30/11/2025 (≥ 3 times)	-	-
Dec 2024 - Nov 2025	Champion of Championship (Max 12 Points)	30	1 LOM to host Champion of Championship project	2-3 LOMs to co-host Champion of Championship project	-	-
Jan 2025 - Mar 2025	Join Civic Engagement Workshop	33	-	≥ 3 members join	≥ 1 member join	-
Jan 2025 - Jun 2025	ASPAC Registration	22	≥ 20% Members join	≥ 15% Members join	≥ 10% Members join	-
Jan 2025 - Nov 2025	World Congress Registration	23	Large Chapter: ≥ 5 members join Middle Chapter: ≥ 4 members join Small Chapter: ≥ 3 members join	Large Chapter: ≥ 4 members join Middle Chapter: ≥ 3 members join Small Chapter: ≥ 2 members join	Large Chapter: ≥ 3 members join Middle Chapter: ≥ 2 members join Small Chapter: ≥ 1 member join	-
Jan 2025 - Nov 2025	Power Learning Path	24	≥ 10% of total Full Members/ 10 Full Members achieved Level 2 or Above	≥ 8% of total Full Members/ 8 Full Members achieved Level 1 or Above	≥ 5%of total Full Members/ 5 Full Members achieved Level 1 or Above	-
Jan 2025 - Nov 2025	Quarterly NBN Events	25		≥ 5 members join one of Quarterly NBN events	≥ 3 members join one of Quarterly NBN events	-
Jan 2025 - Nov 2025	E-Newsletter	26	Submit materials to NOM 9-11 times	Submit materials to NOM 5-8 times	Submit materials to NOM 2-4 times	Submit 1 time or No Submission
Jan 2025 - Nov 2025	NOM IA Ambassador Contribution (Only for NOM IA Ambassador)	31	-	Each ambassador attends at least 1 training + 2 receptions helping	Each ambassador attends at least 1 training + 1 reception helping	-
Mar 2025	JCIHK Partnership Pitching Workshop and Pitching Day	37	-	≥ 1 LOM representative join Partnership Pitching Workshop AND Pitching Day	-	-
Apr 2025	JCIHK Creative Young Entrepreneur (CYE) Competition	36	Nominate ≥3 contestants	Nominate 2 contestants	Nominate 1 contestant	-
31-Jan-2025	Submit Chapter "Family Harmony" element project information	32	-	Submit on or before 12-Jan-2024 (23:59)	Submit on or before 31-Jan-2025 (23:59)	Later than 31-Jan-2025 or No submit
19-Feb-2025	JCIHK Debate Workshop or Team	29	Nominate 3 members to participant in the Debate Series Workshop or Team	Nominate 2 members to participant in the Debate Series Workshop or Team	Nominate 1 members to participant in the Debate Series Workshop or Team	-
8-9 Mar 2025	42nd 5-Star Training Camp	27	-	≥ 2 members complete the training	Only 1 member complete the training	-
12-Mar-2025	JCI World Public Speaking Championship (HK Selection)	28	Nominate ≥3 contestants to participate in the Public Speaking Contest (≥ 2 for JC Class AND ≥ 1 for Open Class)	Nominate ≥ 2 contestants to participate in the Public Speaking Contest (≥ 1 for JC Class AND ≥ 1 for Open Class)	Nominate ≥ 1 contestant to participate in the Public Speaking Contest (≥ 1 for JC Class OR ≥ 1 for Open Class)	-
5-May-2025	75th Anniversary banquet	34	≥ 40% Members join	≥ 30% Members join	≥ 20% Members join	
28-29 Jun 2025	43rd 5-Star Training Camp	27	-	≥ 2 members complete the training	Only 1 member complete the training	-
31-Aug-2025	Report 2024 Financial Report auditing status	35	Document status is "Audited/ Being audited by auditor" on or before 31-Aug-2025 (23:59)	Document status is "Audited/ Being audited by auditor" on or before 7-Sep-2025 (23:59)	Document status is "Audited/ Being audited by auditor" on or before 14-Sep-2025 (23:59)	Later than 14-Sep-2025 or Not reported
18-19 Oct 2025	44th 5-Star Training Camp	27	-	≥ 2 members complete the training	Only 1 member complete the training	

2025 Efficiency Index (E.I.)
- Compliance Purpose

2025 Bidbook & Awards
- Recognition Purpose

JCI Miles Reward System

1 Bonus Points = HKD 8

Participation E.I. Points

2 Bonus Points =
1 Participation Point
(Max. 12 Participation points)

NEW

Administration E.I. Points

10 Bonus Points =
1 Administration Point
(Max. 6 Administration points)



Lightbox Advertisement

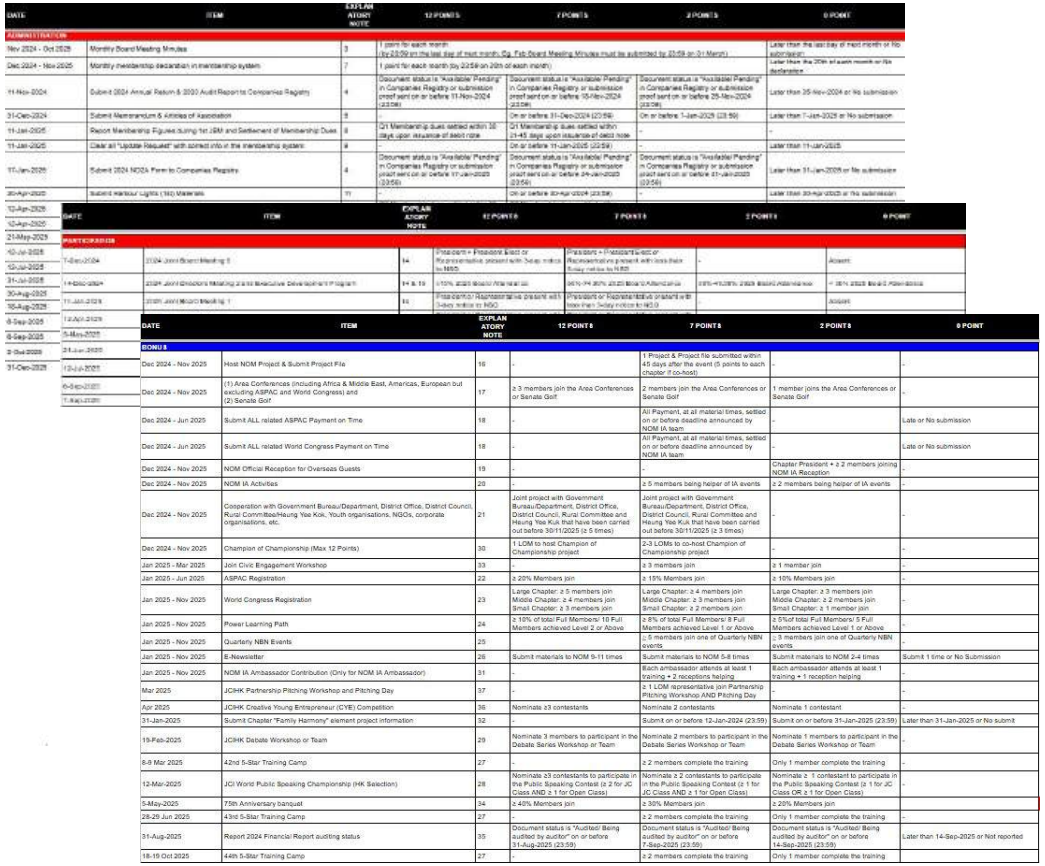
EDM

JC Office Room Reservation

JCI Supplies
(e.g. Tie/Scarf, Polo, etc.)

2025 Efficiency Index (E.I.) - Compliance Purpose

2025 Bidbook & Awards - Recognition Purpose



DATE	ITEM	EXPLANATORY NOTE	12 POINTS	7 POINTS	2 POINTS	0 POINT
ADMINISTRATION						
Nov 2024 - Oct 2025	Monthly Board Meeting Minutes	3	1 point for each month (by 23:59 on the last day of next month. (Eg. Feb Board Meeting Minutes must be submitted by 23:59 on 31 March)			Later than the last day of next month or No submission
Dec 2024 - Nov 2025	Monthly membership declaration in membership system	7	1 point for each month (by 23:59 on 20th of each month)			Later than the 20th of each month or No declaration
11-Nov-2024	Submit 2024 Annual Return & 2020 Audit Report to Companies Registry	4	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 11-Nov-2024 (23:59)	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 18-Nov-2024 (23:59)	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 25-Nov-2024 (23:59)	Later than 25-Nov-2024 or No submission
31-Dec-2024	Submit Memorandum & Articles of Association	5		On or before 31-Dec-2024 (23:59)	On or before 1-Jan-2025 (23:59)	Later than 1-Jan-2025 or No submission
11-Jan-2025	Report Membership Figures during 1st JBM and Settlement of Membership Dues	6	Q1 Membership dues settled within 30 days upon issuance of debit note	Q1 Membership dues settled within 31-45 days upon issuance of debit note	-	-
11-Jan-2025	Clear all "Update Required" with correct info in the membership system	9		On or before 11-Jan-2025 (23:59)	-	Later than 11-Jan-2025
17-Jan-2025	Submit 2024 NOCA Form to Companies Registry	4	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 17-Jan-2025 (23:59)	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 24-Jan-2025 (23:59)	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 31-Jan-2025 (23:59)	Later than 31-Jan-2025 or No submission
20-Apr-2025	Submit Harbour Lights (160) Materials	11	-	On or before 20-Apr-2024 (23:59)	-	Later than 20-Apr-2025 or No submission
12-Apr-2025						
12-Apr-2025						
21-May-2025						
10-Jul-2025						
13-Jul-2025						
31-Jul-2025						
30-Aug-2025						
16-Aug-2025						
6-Sep-2025						
6-Sep-2025						
2-Oct-2025						
31-Oct-2025						

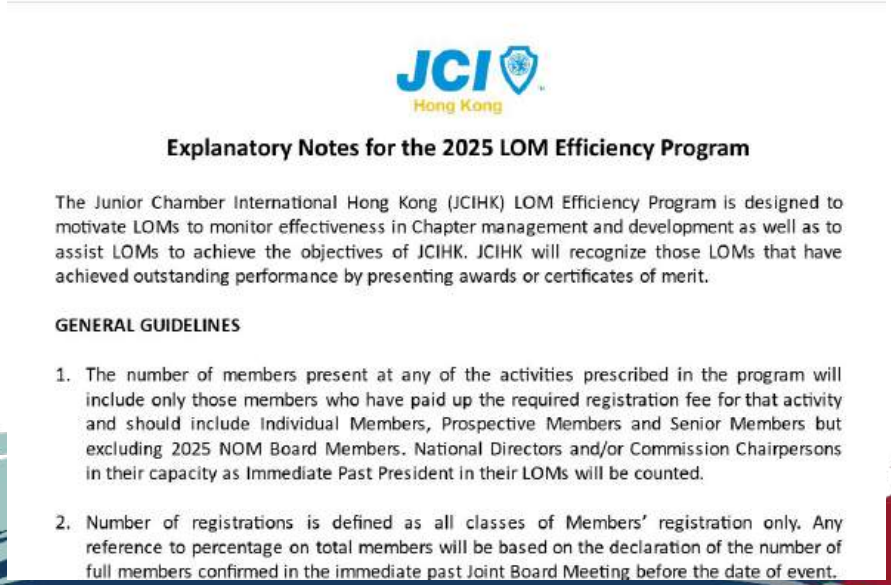
DATE	ITEM	EXPLANATORY NOTE	12 POINTS	7 POINTS	2 POINTS	0 POINT
PARTICIPATION						
7-Dec-2024	2024 Joint Board Meeting 1	14	President + President Elect or Representative present with 3-day notice to NRD	President + President Elect or Representative present with less than 3-day notice to NRD	-	Absent
14-Dec-2024	2024 Joint Directors Meeting 2 & 1st Executive Committee Meeting	14 & 15	>10% 2025 Board Attendance	6%-7% 20% 2025 Board Attendance	0%-<10% 2025 Board Attendance	< 20% 2025 Board Attendance
11-Jan-2025	2025 Joint Board Meeting 1	14	President / Representative present with 3-day notice to NRD	President or Representative present with less than 3-day notice to NRD	-	Absent

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BONUS						
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18-19 Oct 2025	44th 5-Star Training Camp	27	-	≥ 2 members complete the training	Only 1 member complete the training	

Important Note:

Please refer to Explanatory Notes for the detailed submission method or supplementary information about different EI items respectively.

E.I. report will be sent to LOMs in end of each month. If there are any inconsistencies with your records, please inform NRR team within 10 days and we will work with you for cross checking.



JCI Hong Kong

Explanatory Notes for the 2025 LOM Efficiency Program

The Junior Chamber International Hong Kong (JCIHK) LOM Efficiency Program is designed to motivate LOMs to monitor effectiveness in Chapter management and development as well as to assist LOMs to achieve the objectives of JCIHK. JCIHK will recognize those LOMs that have achieved outstanding performance by presenting awards or certificates of merit.

GENERAL GUIDELINES

1. The number of members present at any of the activities prescribed in the program will include only those members who have paid up the required registration fee for that activity and should include Individual Members, Prospective Members and Senior Members but excluding 2025 NOM Board Members. National Directors and/or Commission Chairpersons in their capacity as Immediate Past President in their LOMs will be counted.

2. Number of registrations is defined as all classes of Members' registration only. Any reference to percentage on total members will be based on the declaration of the number of full members confirmed in the immediate past Joint Board Meeting before the date of event.

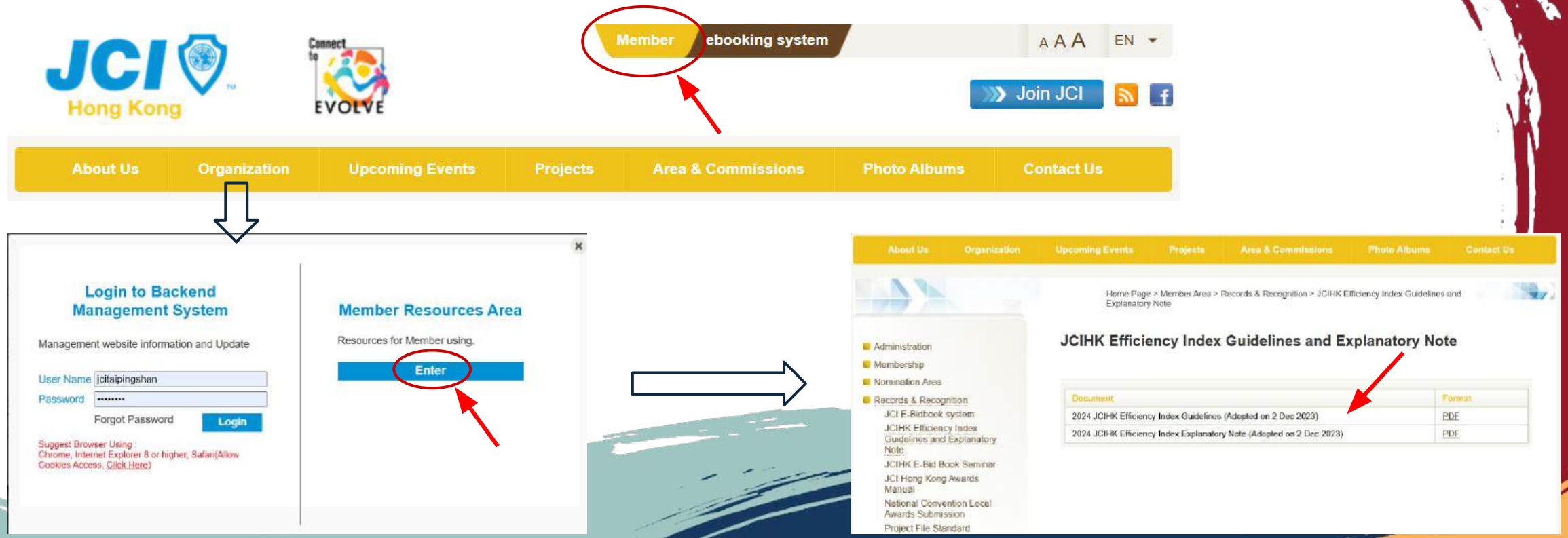
2025 Efficiency Index (E.I.) - Compliance Purpose

2025 Bidbook & Awards - Recognition Purpose

The latest 2025 LOM Efficiency Index Guidelines & Explanatory Notes will be uploaded onto JCIHK website in mid Jan 2025.

Please follow the below steps to download the documents:

1. Visit www.jcihk.org
2. Enter Member Area → Enter
3. Go to Records & Recognition
4. Go to 2025 LOM Efficiency Index Guidelines & Explanatory Notes



JCI Hong Kong

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2025 Efficiency Index (E.I.)
- Compliance Purpose

2025 Bidbook & Awards
- **Recognition Purpose**

NEW **Best Human Duties Day Project**

Note: Details to be announced

JCI Hong Kong

We Are LEADERS

2025 Efficiency Index (E.I.)
- Compliance Purpose

2025 Bidbook & Awards
- Recognition Purpose



- FEB 26 Wednesday — Bidbook Seminar 1
- JUL 9 Wednesday — Bidbook Seminar 2
- AUG 28 Thursday — NC Awards Judge Briefing Day
- AUG 31 Sunday — NC Bidbook Submission
- SEP 7 Sunday — NC Awards Judging Day

NOM Officers to be

Charles Lo
JCI Victoria



JCI Victoria
JCI Kowloon
JCI Island
JCI Peninsula
JCI Hong Kong Jayceettes
JCI Lion Rock
JCI Harbour

Fiona Lam
JCI Harbour



JCI Yuen Long
JCI Tai Ping Shan
JCI Bauhinia
JCI Dragon
JCI East Kowloon
JCI City
JCI Queensway

Calvin Man
JCI Apex



JCI North District
JCI Ocean
JCI Sha Tin
JCI Apex
JCI City Lady
JCI Tsuen Wan
JCI Lantau

JCI Hong Kong

We Are LEADERS

Corporate Communications

National Corporate Communications Director Designate

Gilbert Sun



Corporate Communications Area

Objectives:

- Logo
- e-Newsletter application
- On-demand Email/ eDM promotion application
- Champion of Champions (COC) host application

Corporate Identity - Logo

JCI Hong Kong → JCI Hong Kong, China

國際青年商會香港總會 → 國際青年商會中國香港總會

Junior Chamber International Hong Kong → Junior Chamber International Hong Kong, China





2025 will be a cooling-off period for LOM to update NOM name.
LOMs may voluntarily change NOM names/logo on websites, projects, email etc.
However, it will be mandatory to implement the name change in 2026.

Corporate Identity - Logo

Please provide enough space for the logo









Corporate Identity - Logo

主辦機構



主辦機構



贊助機構

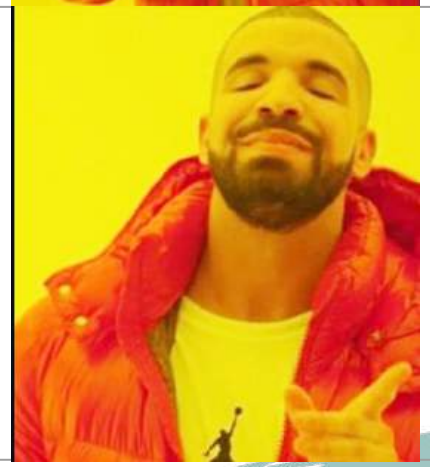


CLEAR Separation between two subjects

留意加返"協辦/支持機構/贊助"字眼

Corporate Identity - Logo





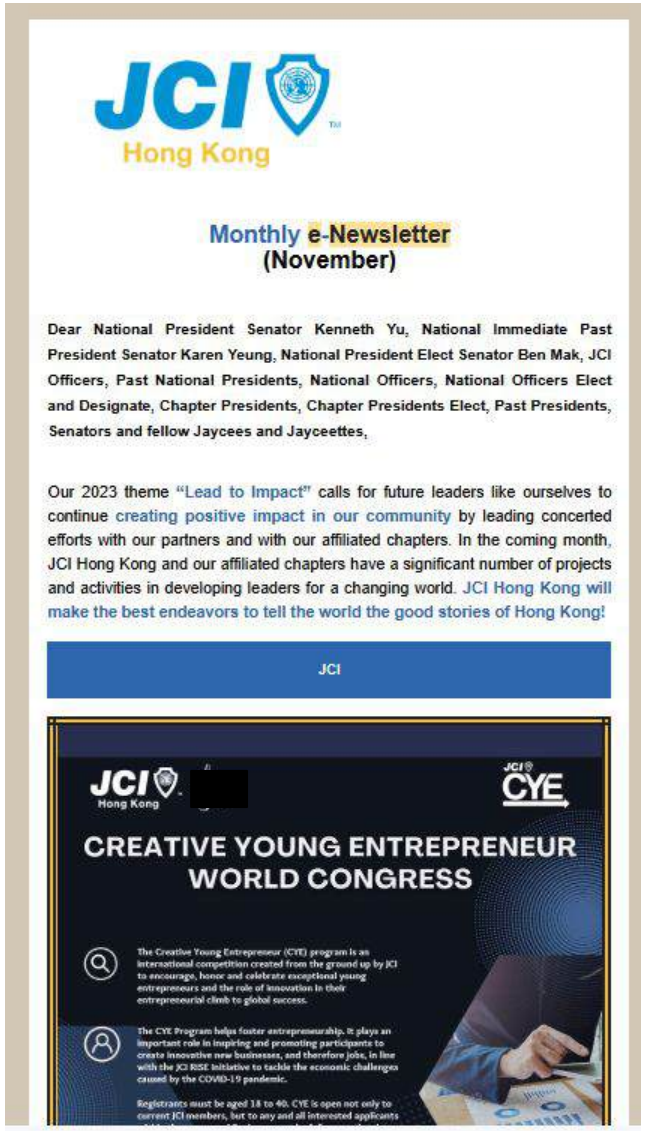
Monthly e-Newsletter

Consolidated monthly promotion email for
Partners/ Presses/ NOMs centralized eDM
Submission Deadline: 3rd Sunday of Every Month
Send Out: the beginning of the Next Month

Required complete information to share:

- Event Visual
- Event Title and Short Description
- Link to submit material for e-Newsletter

https://docs.google.com/forms/d/e/1FAIpQLSexrmBWoo7az-4zMaYaT0Qcb7htp7kZ1pwObOIgurK7fMFybQ/viewform?usp=sf_link



On demand Email Promotion



Individual Promotion Email for ALL MEMBERS

Charge: HKD 500@
(Free for NOM Project)
(Max 5 free exclusive promotion email per month, FIRST COME FIRST SERVED for LOM)

Target: JCI Members

Processing time: 5 working days with proper mailchimp template link

Application link:
https://docs.google.com/forms/d/e/1FAIpQLSezjx9XGEt22OARRP4EuXTUgq2WIBciTEdeEslqHzVPL1tiRQ/viewform?usp=sf_link

Email Promotion

Frequently used Email Alias
allbod2025@jcihk.org
- All 2025 Board members (NOM + LOMs)

promotion2025jc@jcihk.org
- allbod2025 members + LOM Presidents + NOM officers

ONLY MEMBERS in the alias can send email within alias.

Champion of Champions (COC)

Marks Allocation (Participation Points):

1. All participants LOM will receive **5 points** for their participation on each COC

2. A chapter with more than 10% of its total ordinary members participating will receive additional **2 points**, chapter with over 20% participation will receive an additional **4 points**, and so on. Max participation points is **25 points** per COC event

Champion of Champions (COC)

Marks Allocation (Ranking Points):

The Champion of each game will be rewards points as follows:

Rank	1	2	3	4	5	6	7	8
Point	10	8	6	5	4	3	2	1

The final score will be the sum of (i) Participation Points and (ii) Ranking Points.

Top 3 Chapters will be awarded Champion, 1st runner up and 2nd runner up, and prize will be presented during JBM in December 2025

Champion of Champions (COC)

Benefits/Incentives for Chapters hosting COC event by JCIHK:

Bonus EI

- *12 marks for Solely Hosted LOM*
- *7 marks for Joint hosted LOM*
  (Max 12 marks per LOM chapter on COC in 2025)
  (A maximum of 3 LOM chapters can host per 1 COC application)

Application for hosting COC link:

https://docs.google.com/forms/d/e/1FAIpQLSfdT4DZWgLR2Z3SZIvEg6-bcIkNQtGINLE7oaLYP0dZ3qlafw/viewform?usp=sf_link

JCI Hong Kong

We Are LEADERS

Publication

National Digital Marketing and Publication Director Designate

Rachel Leung



Publication



https://harbourlights.jcihk.org/

2025 Harbour Lights

- **Submission Deadline (Print version):**
  - **1 Apr, 2025 at 2359hrs (Issue 1)**
  - **15 Aug, 2025 at 2359hrs (Issue 2)**

- Around 500 Words in English or 600 Words in Chinese, 5-10 photos / Articles with brief introduction and QR Code will be put on the printed version

Publication

2025 Harbour Lights

- **Online version:**

  LOM can update before the HARBOUR LIGHTS
  15th of every two month with UNLIMITED articles at least 1 article

  - Around 400 Words in English or 600 Words in Chinese (with at least 3 photos) or 30 seconds video

    For videos, we suggest attaching a link to redirect readers to watch the video.

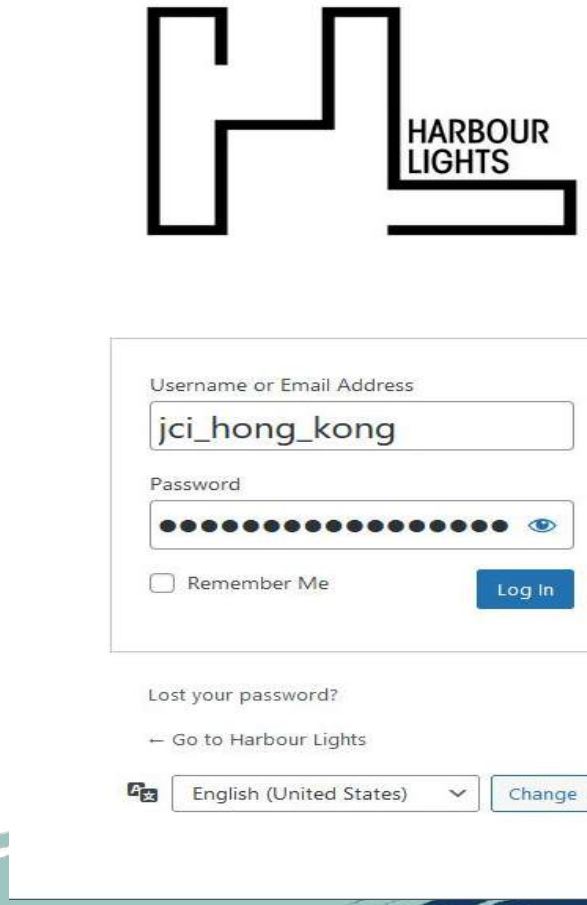
For submission guideline, you may refer to the "JCIHK Harbour Lights Portal User Guideline" in the following link for details:

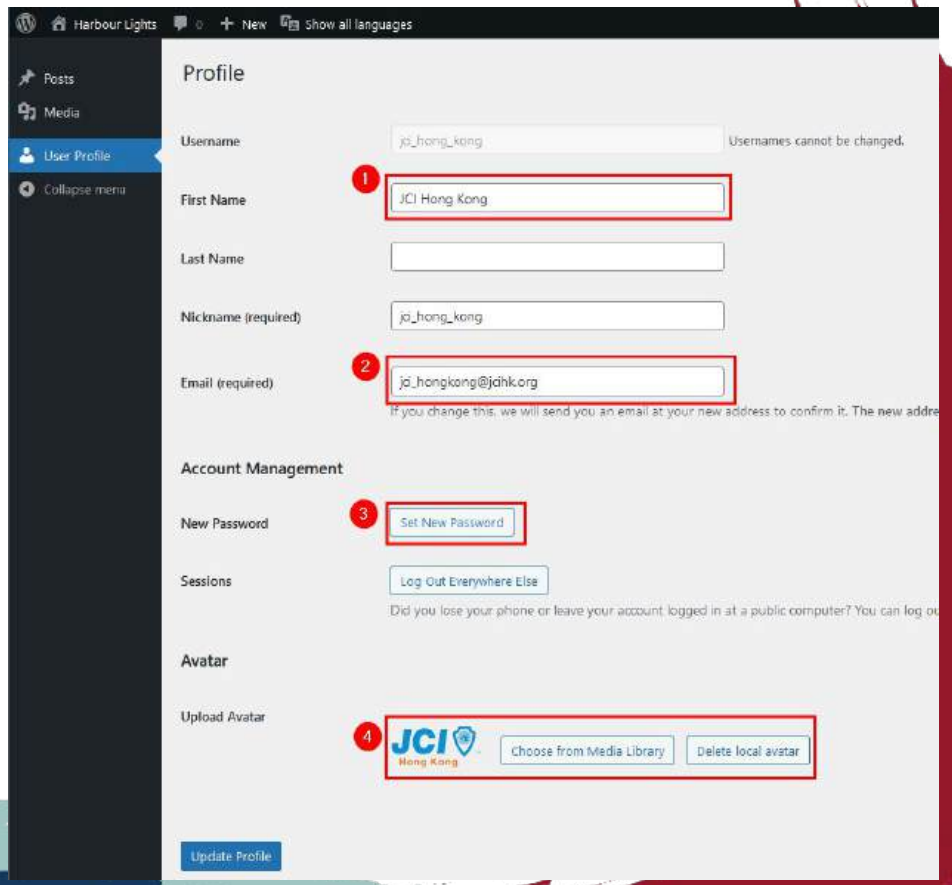
https://www.jcihk.org/en/download.php?menuid=107&groupid=349&id=3494

Publication

2025 Harbour Lights

- Online version:

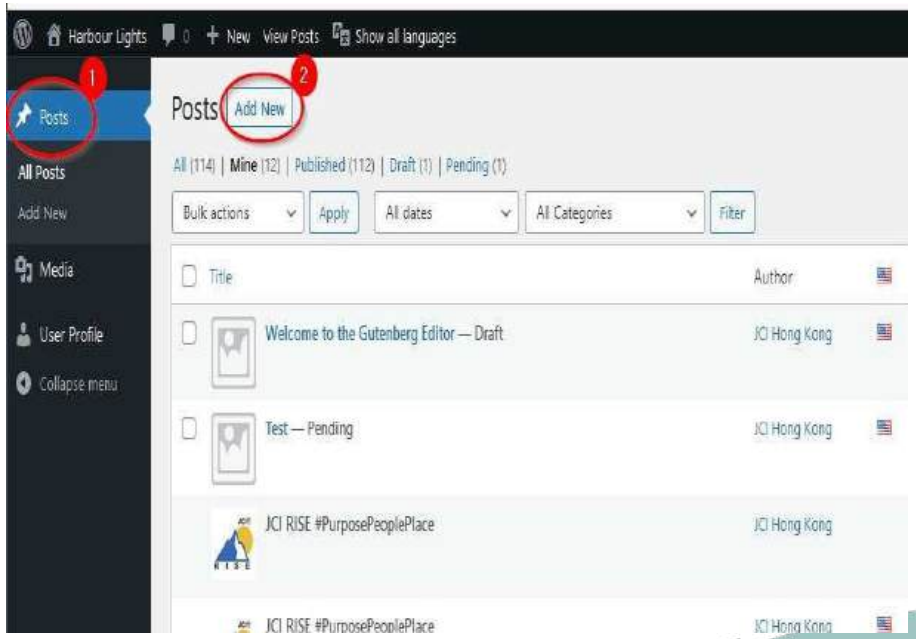


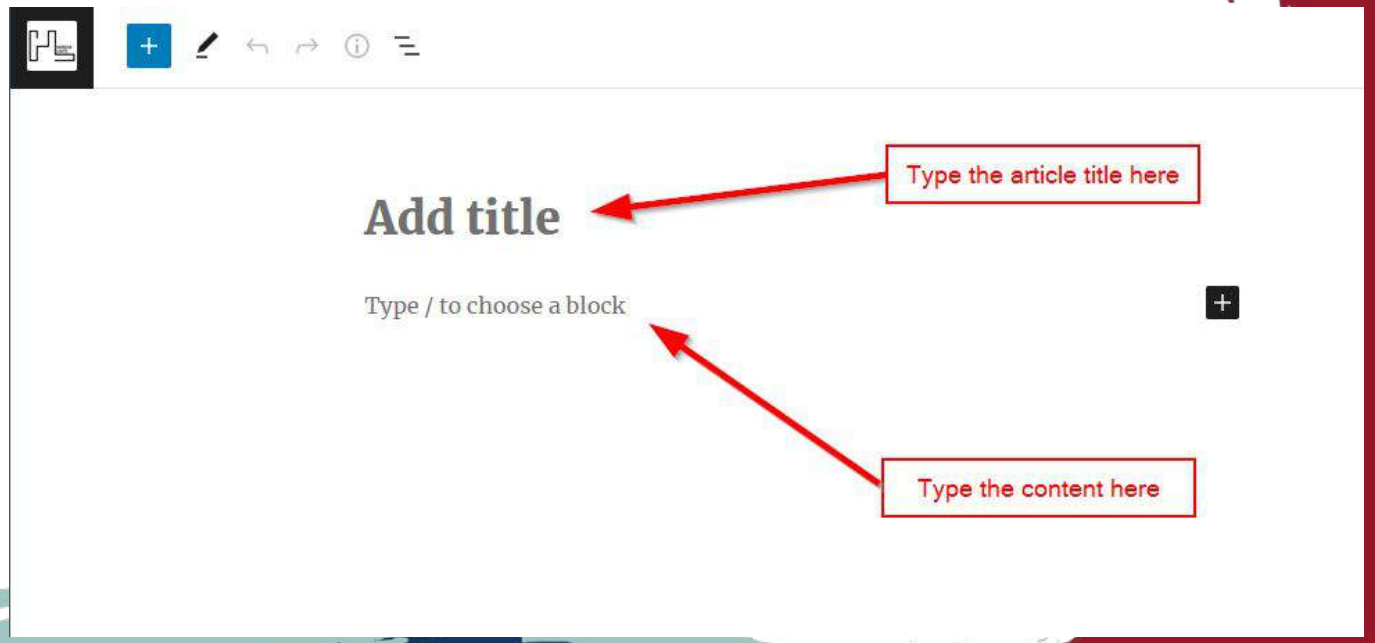


Publication

2025 Harbour Lights

- Online version:





JCI Hong Kong

We Are LEADERS

Treasury

National Honorary Treasurer Designate

Alan Ho



Treasury Highlights

- NOM Projects bidding from LOM (Budget and IE) Submission
- Deadline of HKJC Foundation and Wofoo JCIHK Empowerment Funding
- HKJC Foundation
  - Application progress
  - Subsidy claims progress
- Wofoo JCIHK Empowerment Fund application

NOM Projects bidding from LOM (Budget and IE) Submission

- For NOM project bidding by LOM, a budget must be submitted before the hosting right can be granted.
- Budget & IE >> NOM Supervising Officers & NHT

  (3 DAYS prior to the NOM Board meeting for ADOPTION)

- For the IE, it should be submitted 3 Months after the event date.
- An IE must be adopted by the OC team and all co-hosted LOMs before submission to the NOM Board or else the OC team could not be dissolved
- 如果賺錢, 要先入半數予JC office, 見到入數紙先可以NOM adopt (打和或蝕錢不在此限)
- JC office will not arrange the INVOICE for most of situation

NOM Projects bidding from LOM (Budget and IE) Submission

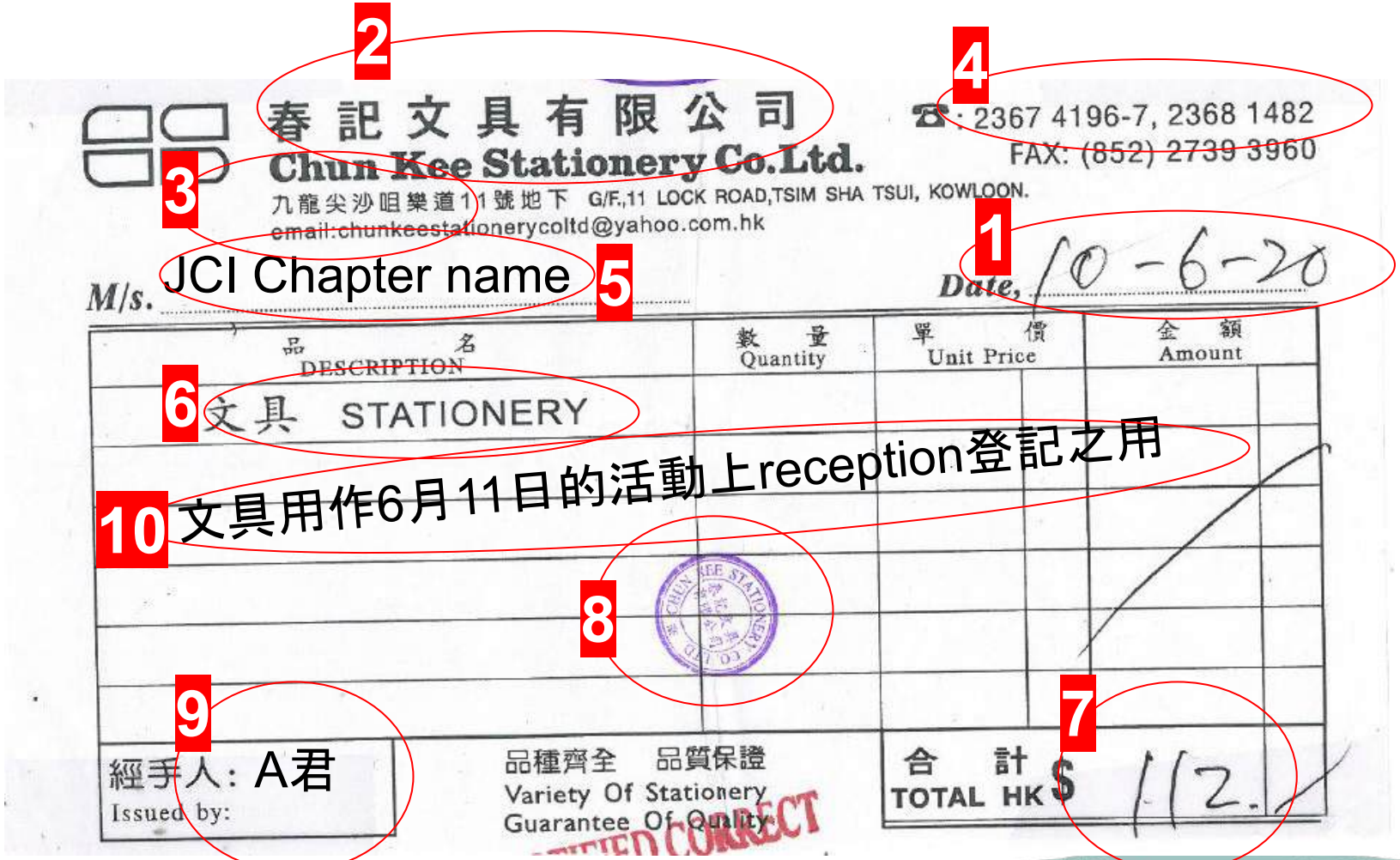
- Should contain the signatures of:

  1. Project Treasurer & 2. Project Chairman &

  3. Hosting chapter Treasurers & 4. LOM Presidents

- All original receipts and invoices are required.
- The claim form should be filled out and submitted with the original invoice and/or receipt.
- If the receipt is in a foreign currency, please provide the proof of exchange rate or credit card statement as supporting document.
- All participant name list is required.

Standard receipt



1. Date
2. Company Name
3. Company address (recommend)
4. Company contact number
5. 付款人
6. list out items
7. Items amount
8. Company Chop (recommend)
9. Contact person
10. Instructions for use (recommend)

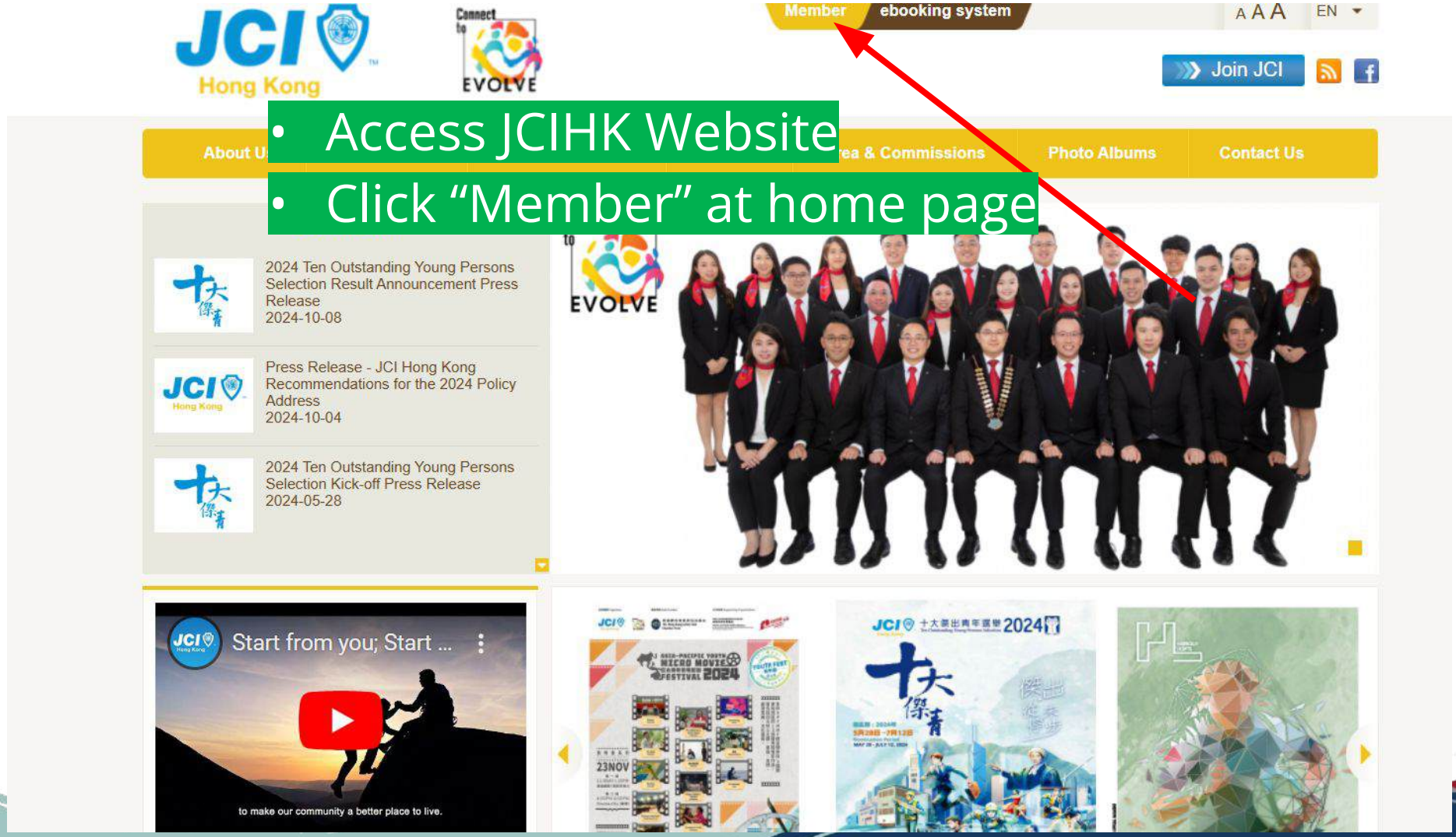
***盡量避免用 OC team的OC名字出單**

Deadline of HKJC Foundation and Wofoo JCIHK Empowerment Funding

- HKJC Foundation 1st Application due date - **28 Feb 2025 at 23:59**
- HKJC Foundation 2024 Claims due date - **28 Feb 2025 at 23:59**
- Wofoo JCIHK Empowerment Funding Application - **28 Feb 2025 at 23:59**
- Wofoo JCIHK Empowerment Funding 2024 Claims - **28 Feb 2025 at 23:59**

- HKJC Foundation 2nd Application due date - **31 May 2025 at 23:59**

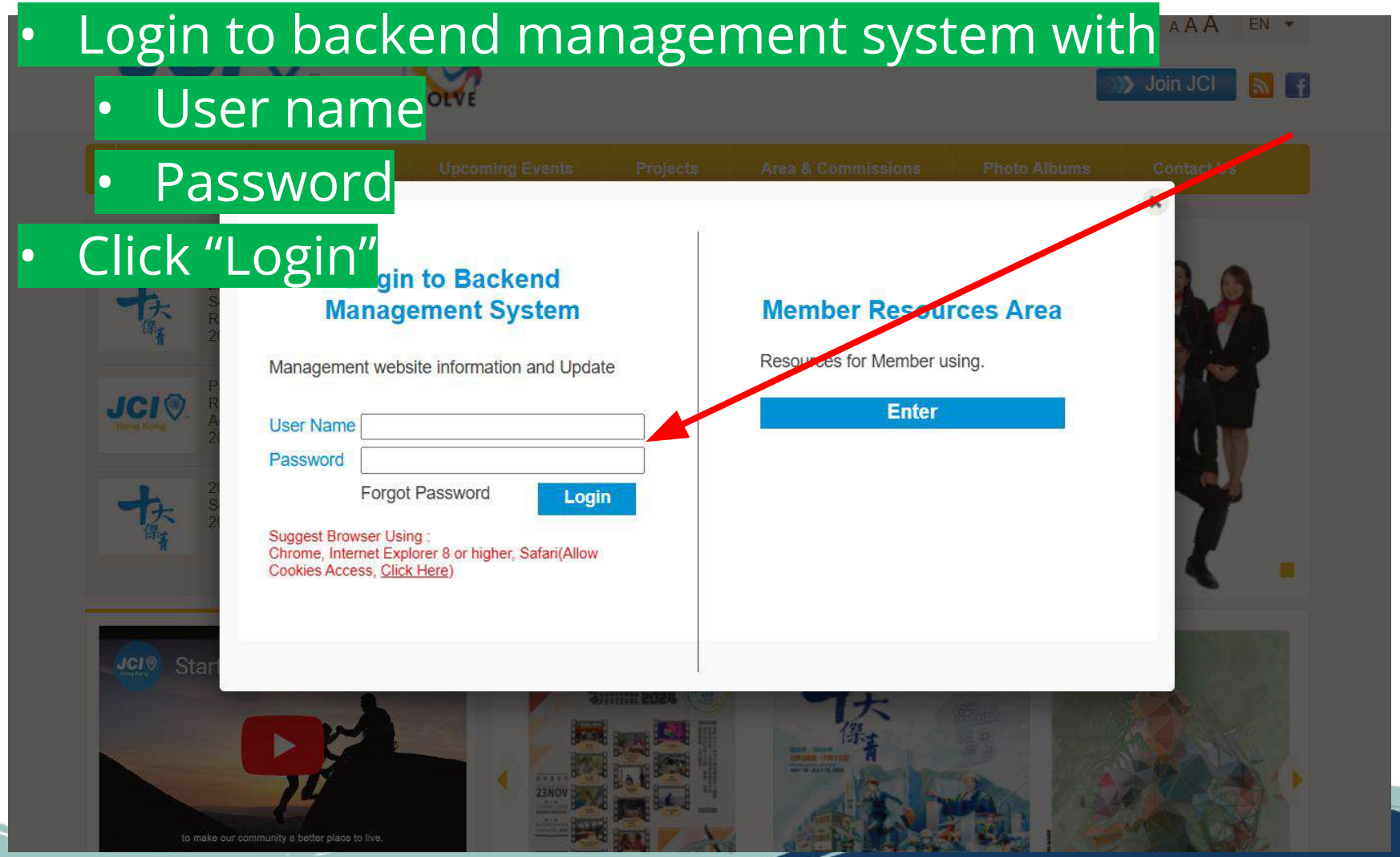
HKJC Foundation Subsidy Application Progress



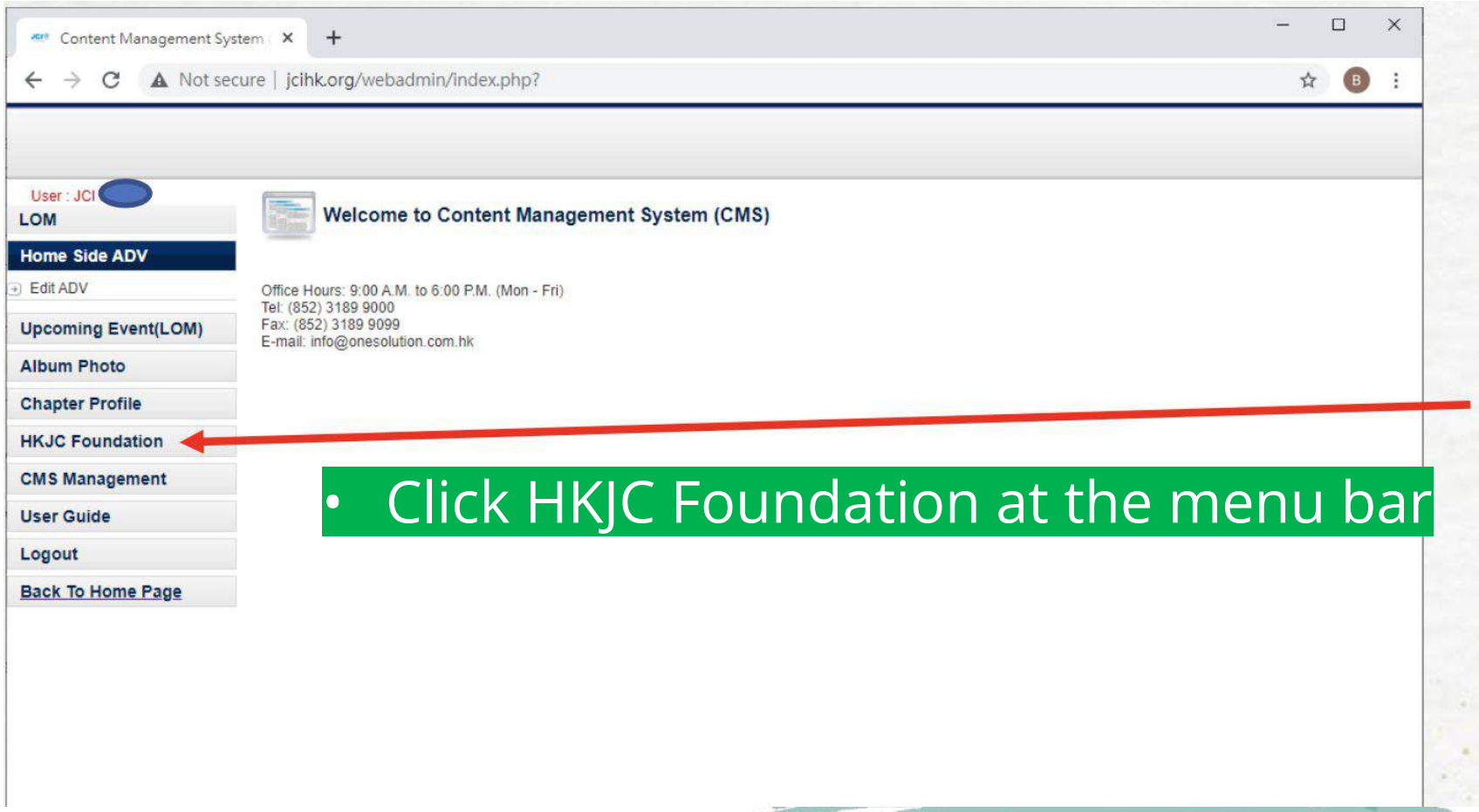
- Access JCIHK Website
- Click “Member” at home page

HKJC Foundation Subsidy Application Progress

- Login to backend management system with
  - User name
  - Password
- Click “Login”

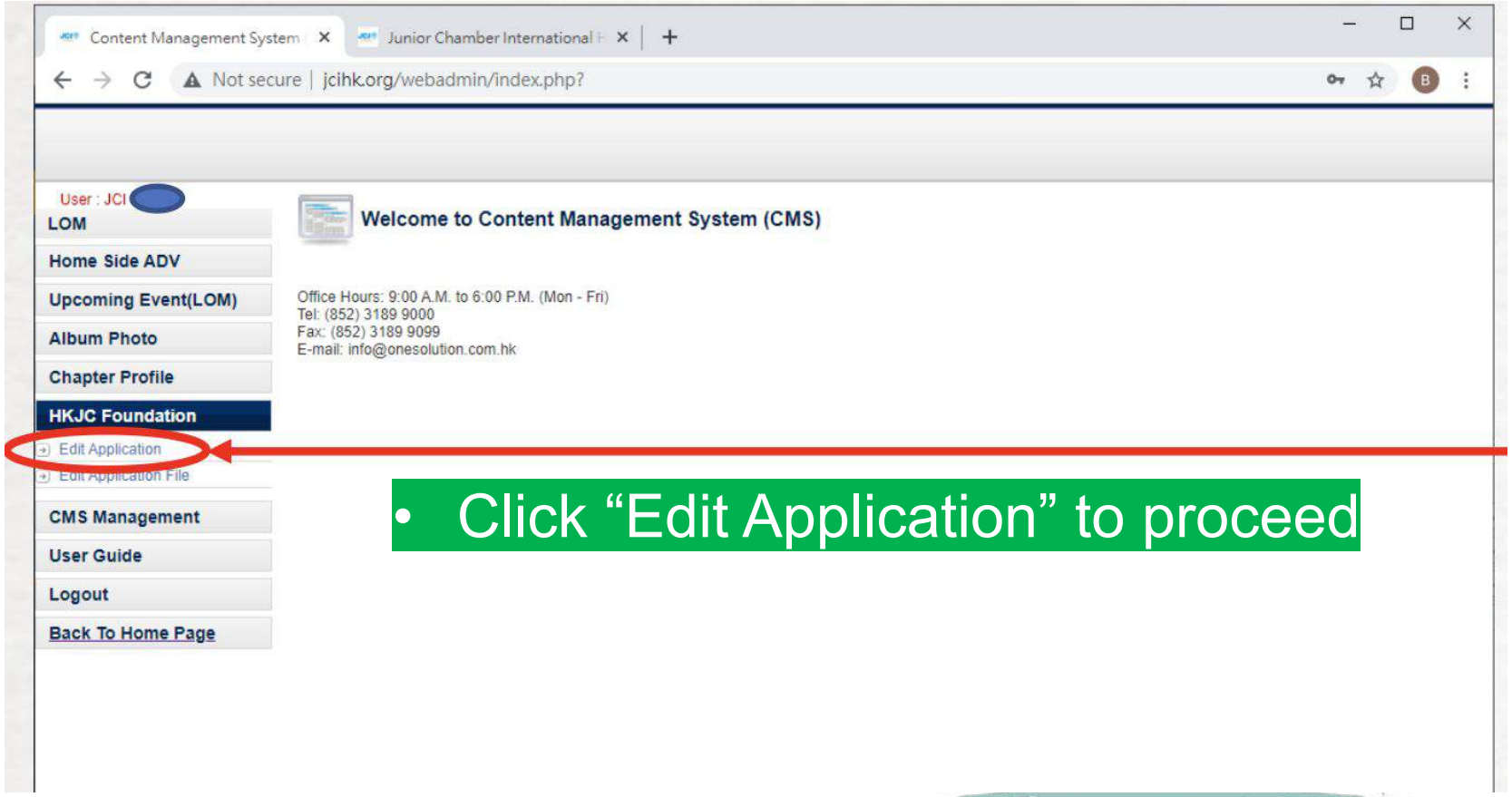


HKJC Foundation Subsidy Application Progress



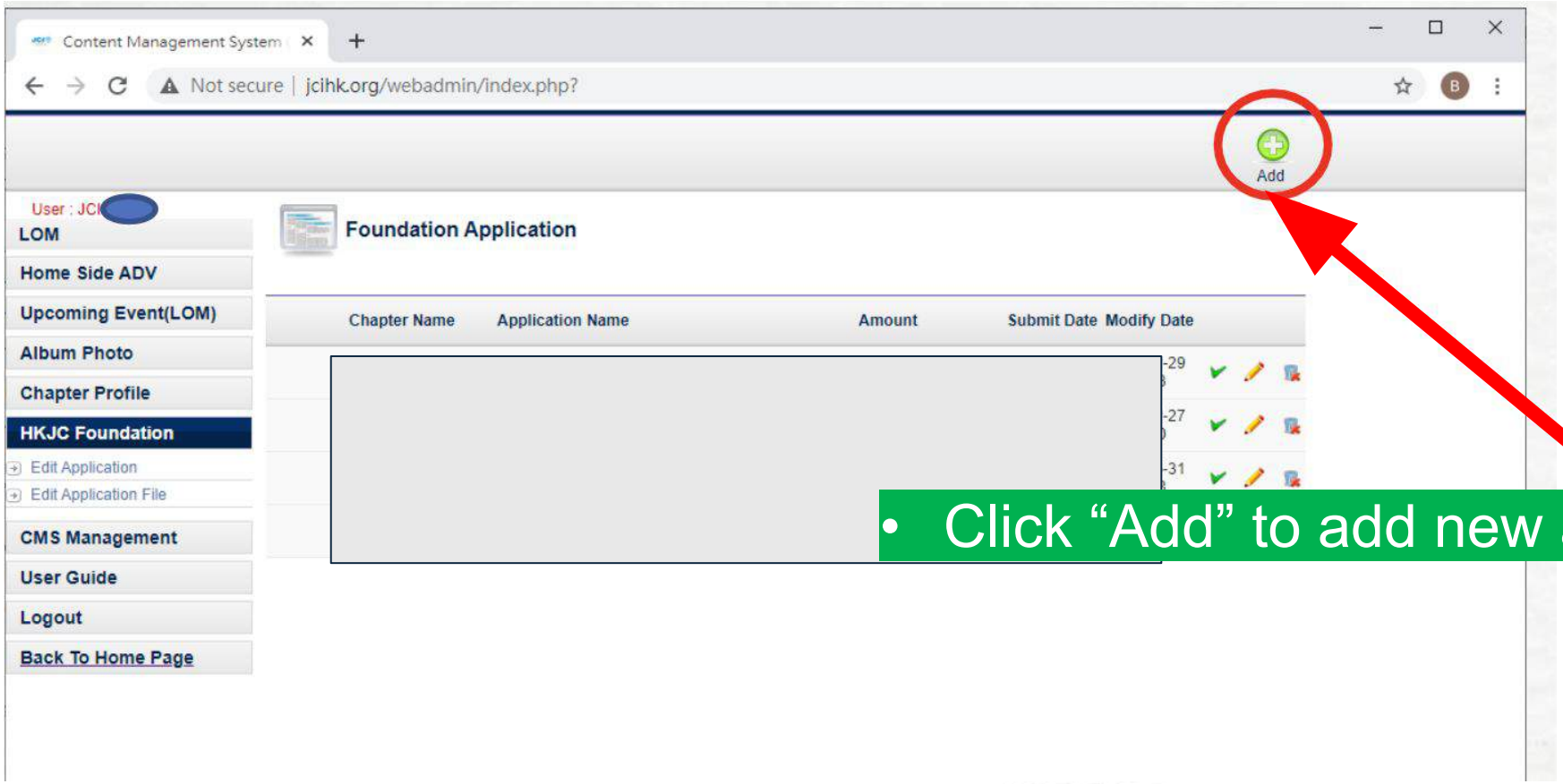
- Click HKJC Foundation at the menu bar

HKJC Foundation Subsidy Application Progress



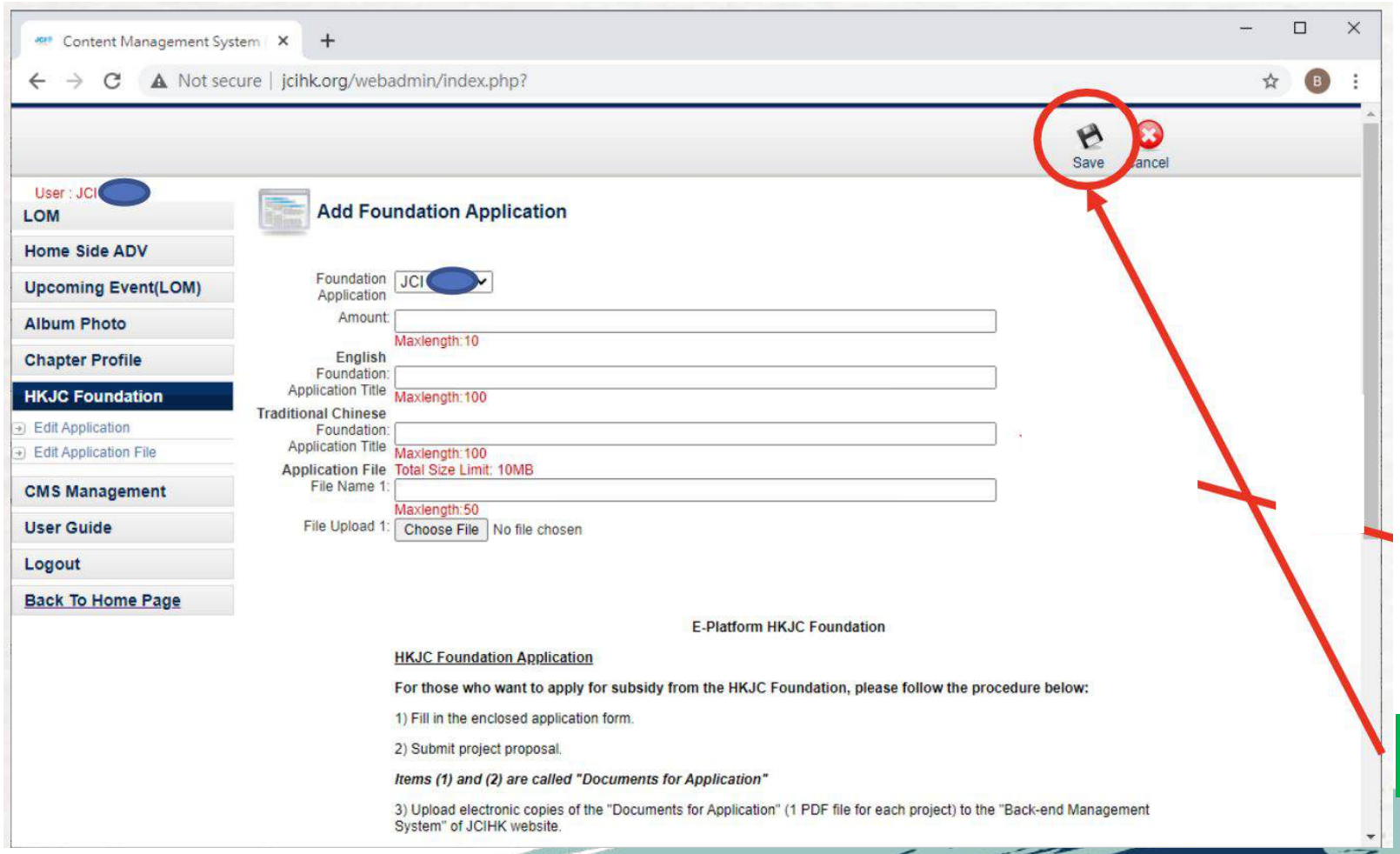
- Click “Edit Application” to proceed

HKJC Foundation Subsidy Application Progress



- Click “Add” to add new applications

HKJC Foundation Subsidy Application Progress



- Click “Save”

HKJC Foundation Subsidy Application Progress



JCIHK Foundation Application Confirm : Temp 收件匣 ×

JCIHK Foundation <web@jcihk.org> 下午12:48 (1 小時前)

寄給 我、[redacted]

英文 › 中文（繁體） 翻譯郵件 關閉下列語言的翻譯功能：英文 ×

Dear JCI [redacted]

Your application submit success.

Application : Temp

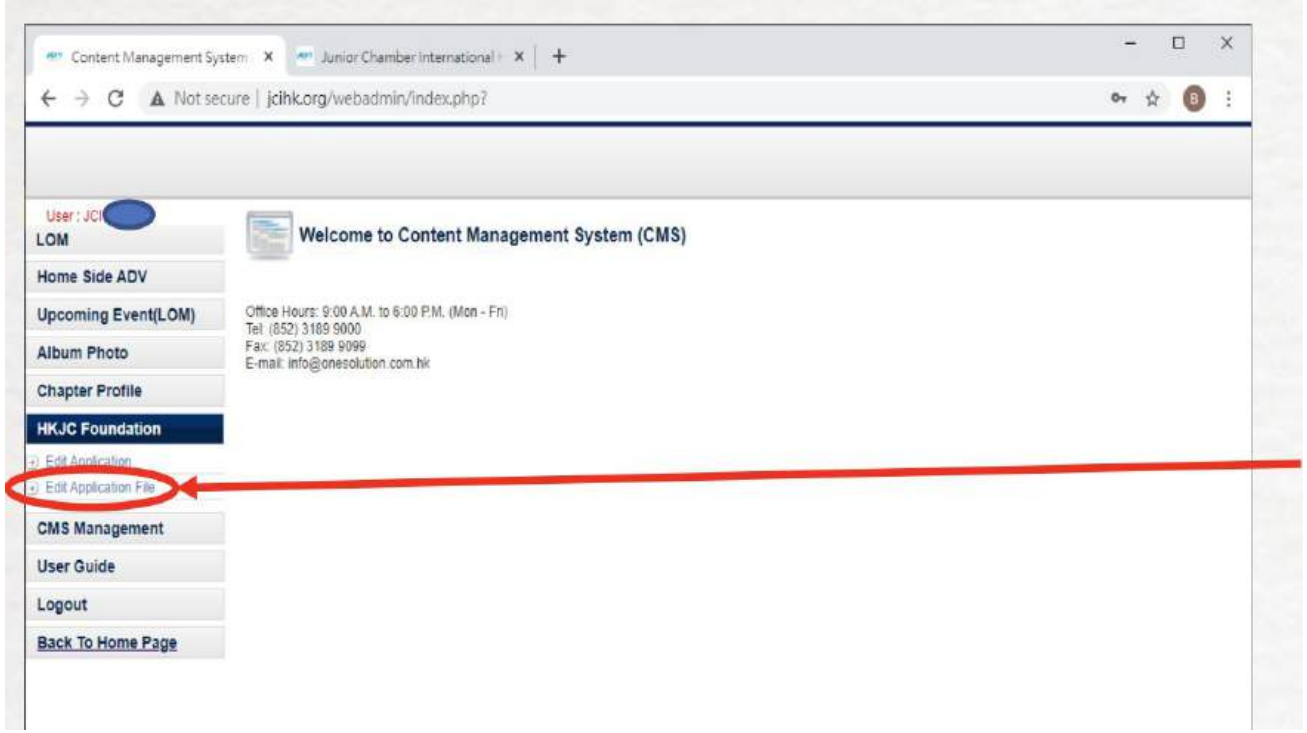
Amount : 0.00

Thank you for your application.

Should you have any enquires, please feel free to contact JC Office, 2543 8913, or info@jcihk.org
Thank you very much.

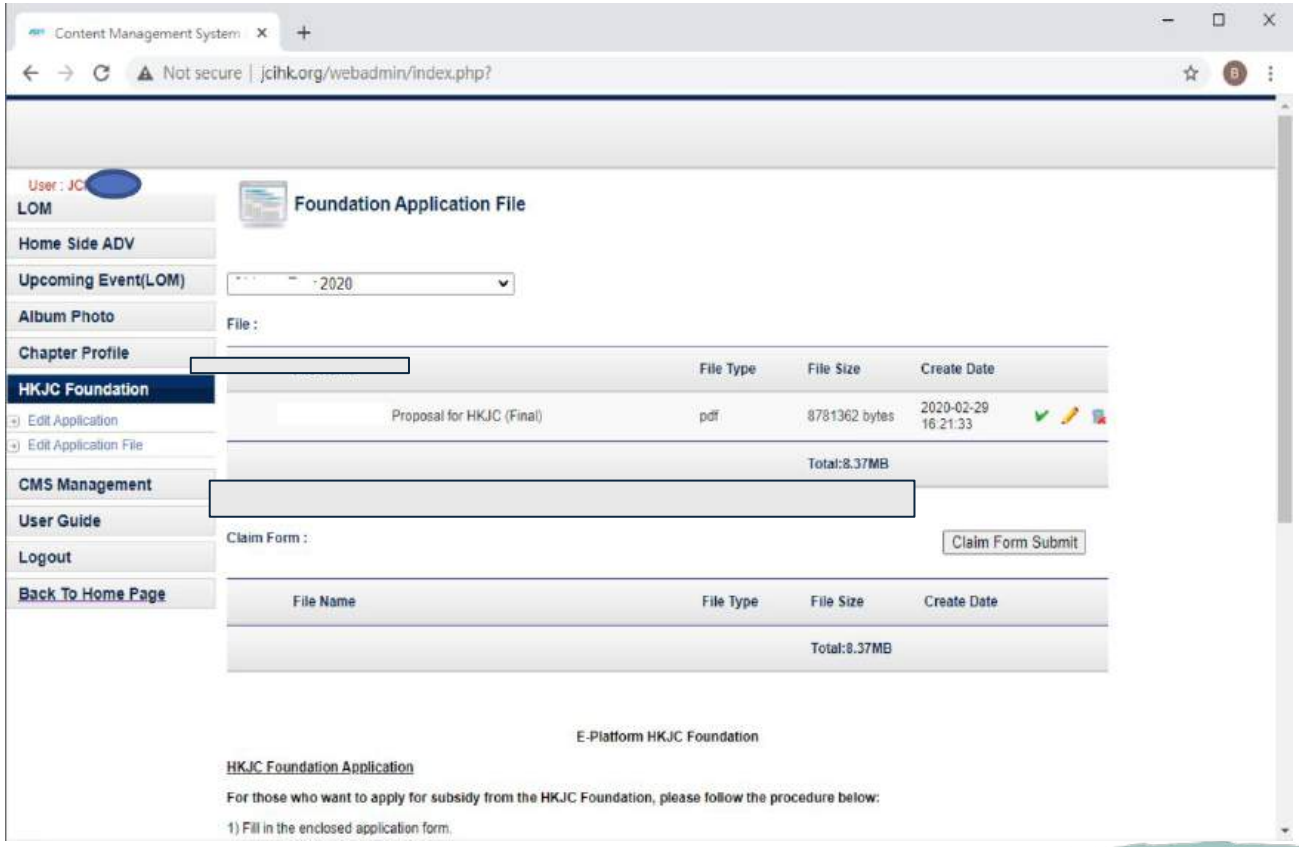
- After saving the application, you will receive an email confirmation for the application.
- You can amend the application every time when logging in to the system.
- Please do not amend the application after the application deadline, or else the application will be considered late.

HKJC Foundation Subsidy Claim Progress



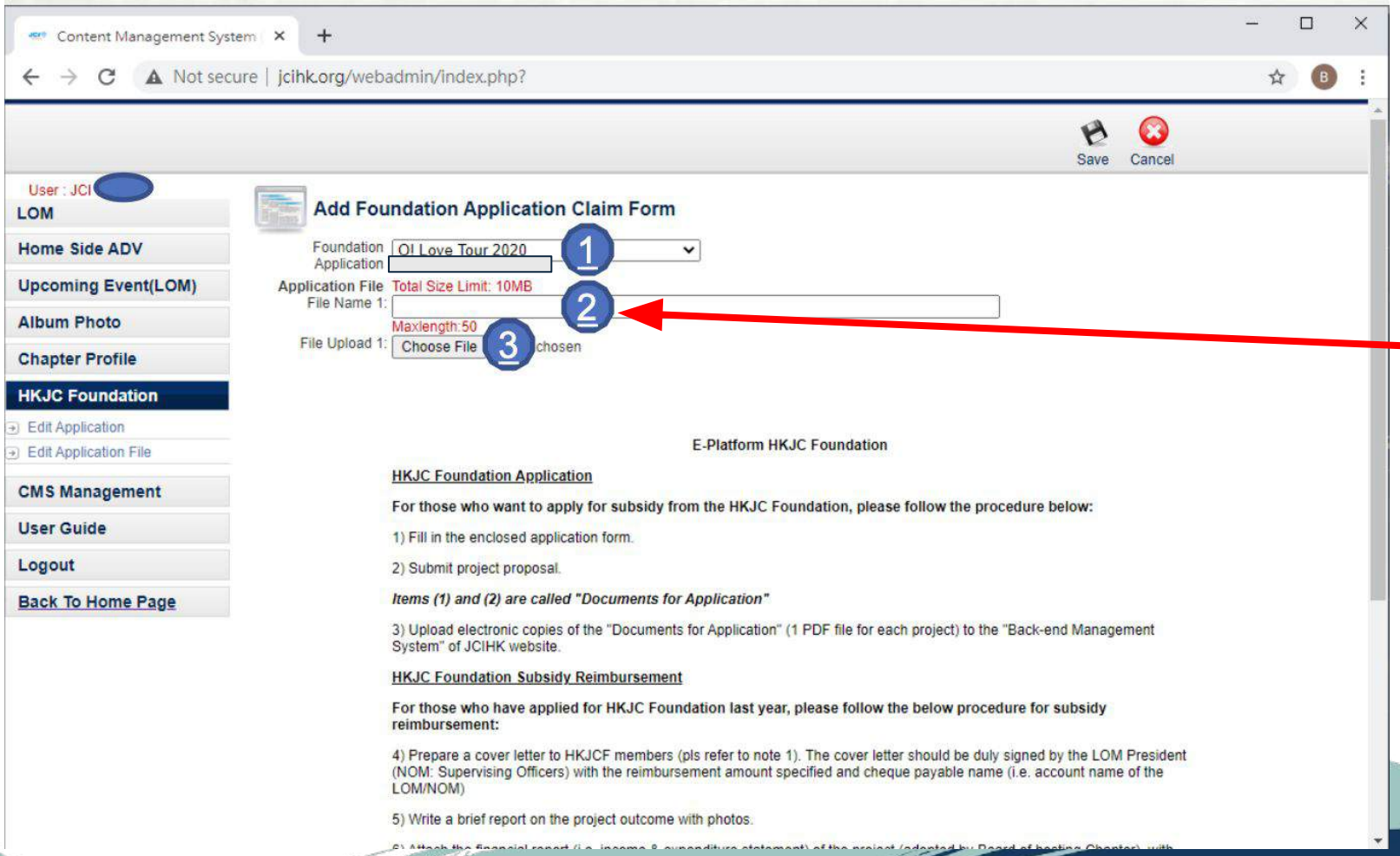
- At the HKJC Foundation sub-menus, click “Edit Application File” to proceed.

HKJC Foundation Subsidy Claim Progress



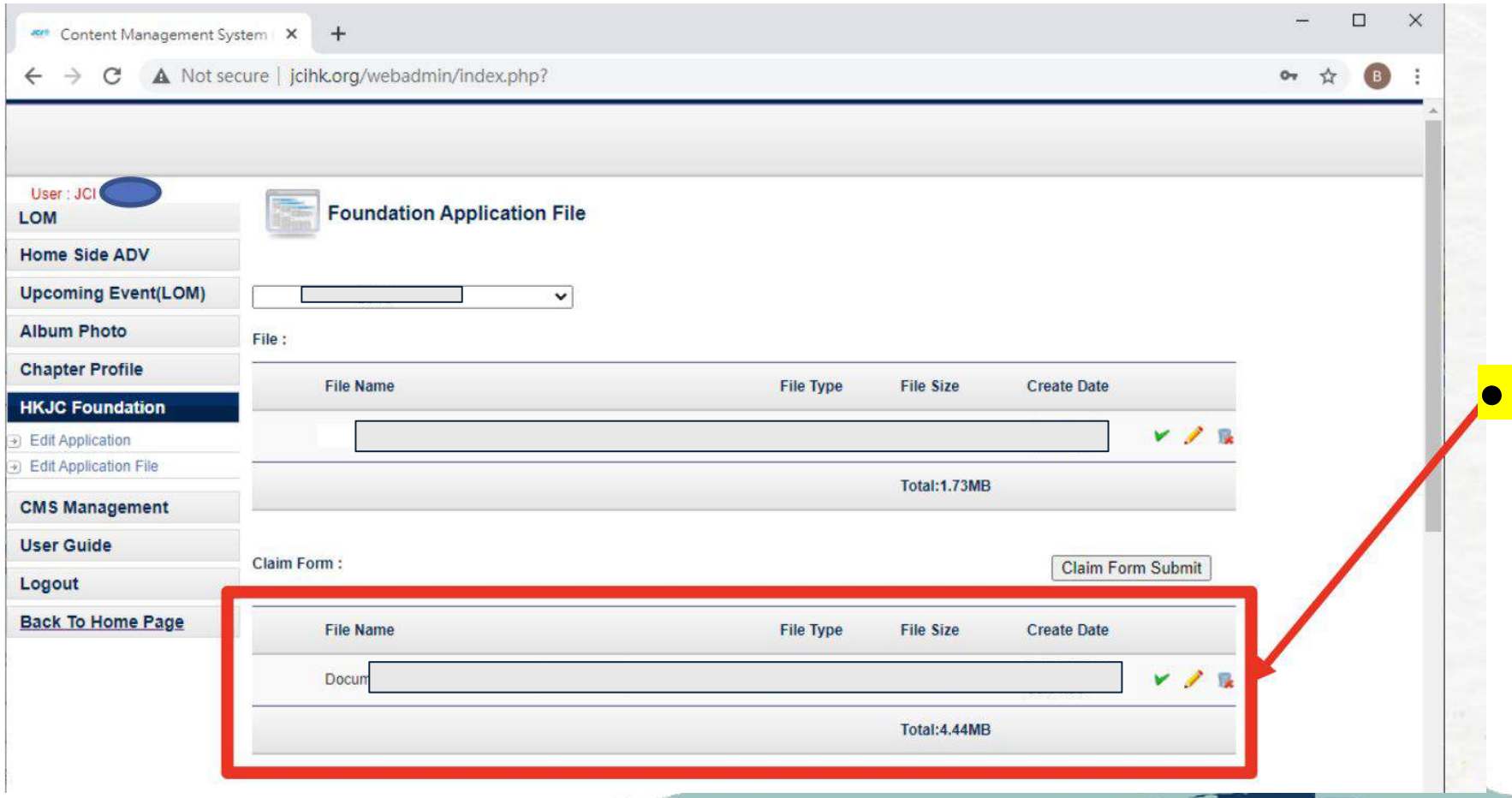
1. Choose the application record submitted in 2024.
2. Click “Claim Form Submit” to proceed.

HKJC Foundation Subsidy Claim Progress



1. Choose the application record submitted in 2024.
2. Fill in the file name of the document.
3. Upload supporting documents.

HKJC Foundation Subsidy Claim Progress



- The claim submission record will appear on the screen.

General Guideline for KHJC Foundation Application

HKJC Foundation Application 總結 - 懶人包四步曲

1) Fill in the HKJC Foundation subsidy application form.

2) Submit the project proposal.

3) Combine the above 1) and 2) into one pdf file.

4) Upload the pdf file of the above combined file to the "Back-end Management System" of the JCI Hong Kong website.

General Guideline for KHJC Foundation Subsidy Claim

HKJC Foundation Subsidy Reimbursement 總結

1. Prepare a cover letter to HKJCF members. The letter should:
    - be duly signed by the LOM President (and NOM Supervising Officers if applicable);
    - mention the reimbursement amount and bank account details for reimbursement deposit; and
    - be addressed to HKJCF Chairman PNP Senator Eric Tang and Treasurer PNP Senator Stanley Ng

HKJC Foundation Subsidy Reimbursement (cont'd)

2. Write a brief report on the project outcome including the number of participants, photos, supporting organizations, etc.
3. Attach the financial report (i.e. IE statement) of the project. The statement should:
    - be adopted by the Board of the hosting Chapters; and
    - include proper signatures of the project treasurer and project chairman, and chapter Treasurer and President.
4. Combine the above 1, 2 and 3 into one pdf file.
5. Upload the pdf file of the above combined file to the "Back-end Management System" of the JCI Hong Kong website.

HKJC Foundation Subsidy Remarks

1. The project title in the uploaded documents for reimbursement must bear the same title used in the original application.
2. Late applications will strictly not be entertained.
3. The reimbursement amount will be directly deposited to the chapter's bank account upon approval.

Q&A / Open Discussion