



Our Ref : HAB/CA1/7-1/5 (2013-14)  
Tel No :  
Fax No. :

20 December 2012

Dear Sir/Madam,

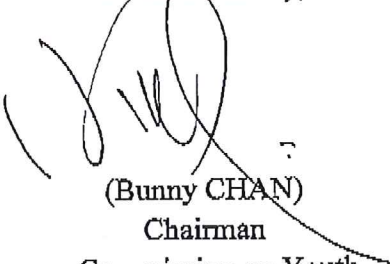
**International Youth Exchange Programme 2013-14**

The International Youth Exchange Programme (IYEP) is administered by the Commission on Youth, an advisory body on youth matters under the purview of Home Affairs Bureau. IYEP aims to provide opportunities for youths to broaden their horizons and international perspectives. It also renders them the chances to exchange ideas and experiences with their counterparts in other countries.

Selected candidates will have the opportunity to represent Hong Kong as youth delegates to visit the United Kingdom, Ireland, Singapore or other countries, which deem appropriate in 2013-14. They will receive overseas delegates when they pay their visit to Hong Kong. If suitable opportunities arise, they may also be nominated to attend large-scale international youth conference held overseas. As a youth delegate representing Hong Kong, he/she should be knowledgeable about Hong Kong, have good knowledge on China, have sound common sense and good academic background, have impressive record of volunteer/community service in the past three years, be proficient in English and be open-minded to different cultures.

The 2013-14 IYEP is about to start. You are invited to nominate suitable candidates for the programme. Your support will be vital to the success of the programme!

Yours faithfully,



(Bunny CHAN)  
Chairman  
Commission on Youth

**Appendix I****International Youth Exchange Programme 2013-14****(I) Objectives**

The Programme aims to provide opportunities for youths to broaden their horizon and international perspective, and to exchange ideas and experiences with their counterparts in other countries.

**(II) Nomination Criteria**

Nominees for the Programme should -

- (a) be aged between 18-24 as at 1 April 2013, i.e. candidates born between 31.3.1989 and 1.4.1995;
- (b) be proficient in English ;
- (c) be knowledgeable about Hong Kong ;
- (d) have good knowledge on China ;
- (e) have sound common sense and good academic background ;
- (f) have impressive record of volunteer/community service in the past three years; and
- (g) have a valid travel document.

**(III) The Programme**

The Programme offers homestay, visits, interactions with youths of the visiting country and provides a variety of cultural and educational experiences.

**(IV) Place and Tentative Date of Outgoing Visit**

Successful candidates would visit the United Kingdom, Ireland, Singapore and other countries, which deem appropriate. The place to be visited by each successful candidate is subject to the recommendations of the selection board. The length of stay is usually around 7 – 14 days and the tentative date is some time between July 2013 and March 2014.

**(V) Programme Expenses**

Programme expenses such as air fares, board and lodging are provided by the Home Affairs Bureau. Successful candidates are required to purchase their own travel insurance which should include illness and accident hospitalization insurance cover and worldwide emergency assistance service.

**(VI) Obligations of the Youth Delegates**

Candidates selected will be required to attend ALL pre-trip complimentary sessions and deliver ALL post-trip requirements. These obligations include but not limited to -

- (a) attend all pre-trip briefings, workshops, meetings, discussions, rehearsals, etc;
- (b) prepare presentations (e.g. cultural performance, video, research on a topic) of Hong Kong with other members of the delegation;
- (c) compile a report on the visit within one month after the overseas visit;
- (d) organise a group presentation on the exchange programme at a selected school/tertiary institution/organisation within two months after the overseas visit;
- (e) report at the meeting of the concerned working group of the COY;
- (f) submit an article about the Programme and the outbound visit to printed media within one month after the overseas visit;
- (g) perform at least 50 hours of voluntary services within the year on returning from the overseas visit;
- (h) receive the overseas delegates when they visit Hong Kong; and
- (i) attend the functions organised by the Home Affairs Bureau and/or the Commission on Youth as and when invited or requested.

**(VII) Nominations**

The following documents, in quadruplicate, in respect of each nominee, should be submitted -

- (a) Duly-completed nomination form;
- (b) Copies of certificate of public examinations;
- (c) Academic transcripts; and
- (e) A detailed account of the nominee's community involvement, including voluntary and social services. *(Please specify the positions held and duration of services; and attach*

*DOCUMENTARY PROOF WHICH IS DULY SIGNED BY THE OFFICER-IN-CHARGE OF THE ORGANIZATION.)*

**(VIII) Interview**

Nominees selected for interview should be prepared to attend a group interview in 1<sup>st</sup> or 2<sup>nd</sup> quarter of 2013.

Reference No. :  
(For official use only)

**International Youth Exchange Programme 2013-14  
Nomination Form**

Note :

- (a) Information given in this form will be used for processing application for the International Youth Exchange Programme 2013-14. If there is insufficient space in the form, please give details on a separate sheet.
- (b) Nominees should notify the Commission on Youth Secretariat, 13/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong in writing on any changes to the information given in this form.
- (c) Requests for correction of or access to the personal data given below should be directed to the Commission on Youth Secretariat of the Home Affairs Bureau at the address at (b) above.

Part I - To be completed by the nominee

*(A) Personal Particulars:*

Name (as appeared (English) \_\_\_\_\_  
in the travel  
document) :

(Chinese) \_\_\_\_\_

(c.c.c.) \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Sex : \_\_\_\_\_

HKIC No. : \_\_\_\_\_

Home Address : \_\_\_\_\_  
(hostel is not  
acceptable) \_\_\_\_\_

(Tel. No. : \_\_\_\_\_ )

Mobile Phone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Occupation: \_\_\_\_\_

Affix a photo  
here

(Please also attach an  
additional photo with  
your name at the  
back)

Name & Address of Employer: \_\_\_\_\_

Education Level: \_\_\_\_\_

Major/Year: \_\_\_\_\_

Name and Address of College : \_\_\_\_\_

Type of Travel Document (e.g. BNO/SAR/DI/Foreign Passport etc, please specify: \_\_\_\_\_

Travel Document Number : \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Place of Issue : \_\_\_\_\_ Date of Issue : \_\_\_\_\_

Languages/Dialects Spoken : \_\_\_\_\_

Hobbies : \_\_\_\_\_

Have you ever applied for this International Youth Exchange Programme before?

\*Yes / No

If Yes, please indicate the year you applied: \_\_\_\_\_

& the result : \* was selected & visited \_\_\_\_\_ / was not selected

Have you ever joined any other exchange programme in the past/Will you join any other exchange programme in the coming year?

\*Yes/ No

If Yes, please list out ALL the exchange programmes you have participated in the past / you will join in the following table:

Period	Hosting Organisation	Country visited/Country which you are going to visit

*\*(please choose as appropriate)*

*(B) Travelling Experience :*

<b>Period</b>	<b>Country visited</b>	<b>Purpose</b>

*(C) Please answer the following questions:*

(a) Why are you interested in this programme ?

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(b) What do you expect to get from / contribute to this programme ?

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(c) What are your strengths and weaknesses ?

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(d) What issue in mainland china impresses you most? As a youth, what is your role on it?

(Please use additional attach paper if space provided is not sufficient)

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(e) Have you ever taken part in any voluntary/community services?

\*Yes/No

If Yes, please provide information by filling in the following table and attach documentary proof (if any):

Responsibilities in School:

Period	Student Union/ Society/Club	Post	Documentary Proof (Yes/No)

\*(please choose as appropriate)

How do you benefit from these experiences?

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Voluntary/ Community Services outside School:

Period	Organisation	Post	Documentary Proof (Yes/No)

How do you benefit from these experiences?

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(f) Do you have any special or significant contribution to your school or to the community during the past three years?

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*(D) Declaration*

- (a) I declare that the information provided above is true and correct.
- (b) If selected, I undertake to:
- (i) attend all pre-trip complimentary sessions, including but not limited to briefings, discussions, meetings, workshops, rehearsals, etc ;
  - (ii) prepare presentations (e.g. cultural performance, video, research on a topic) of Hong Kong with other members of the delegation;
  - (iii) compile a report on the visit within one month after the overseas visit;
  - (iv) organise a group presentation on the exchange programme at a selected school/tertiary institution/organisation within two months after the overseas visit;
  - (v) Report at the meeting of the concerned working group of the COY;
  - (vi) Submit an article about the Programme and the outbound visit to printed media within one month after the overseas visit;
  - (vii) Perform at least 50 hours of voluntary services within the year on returning from the overseas visit;
  - (viii) receive the overseas delegates when they visit Hong Kong;
  - (ix) attend the functions organised by the Home Affairs Bureau and/or the Commission on Youth as and when invited or requested; and
  - (x) purchase my own travel insurance covering the overseas visit. The travel insurance should include illness and accident hospitalization insurance cover and worldwide emergency assistance service.

*(E) Please indicate your choice with a "✓" in the box below*

- I wish to receive news from the Commission on Youth and/or the Youth Square in the future.
- If opportunities arise, I wish to be considered for other exchange tour(s) to the Mainland organised by the Home Affairs Bureau and/or the Commission on Youth.
- If opportunities arise, I wish to be nominated by the Home Affairs Bureau and/or the Commission on Youth to attend international youth conference held overseas.

Signature of Nominee :

Name :

Date :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note : Completed nomination form (4 sets) together with the following documents (4 sets) should be submitted:**

- (a) Copies of certificates of public examinations;
- (b) Academic transcripts; and
- (c) A detailed account of the nominee's community involvement, including voluntary and social services, involvement in extra-curricular activities organised by student organisations.  
*(Please specify the positions held, duration of services; and attach **DOCUMENTARY PROOF WHICH IS DULY SIGNED BY THE OFFICER-IN-CHARGE OF THE ORGANISATION.**)*

**Part II Recommendations - to be completed by the officer-in-charge of the nominating organisation**

**PRIORITY :** \_\_\_\_\_

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

**Name** : \_\_\_\_\_

**Post** : \_\_\_\_\_

**Nominating Organisation** : \_\_\_\_\_

**Contact Tel. No.** : \_\_\_\_\_

**Fax. No.** : \_\_\_\_\_

**E-mail Address** : \_\_\_\_\_

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