



19 April 2016

Dear members,

HKIEIA Annual General Meeting on 5 May 2016

On behalf of the Committee, we cordially invite you to attend our Annual General Meeting (AGM), to be held on **5 May 2016 (Thur)**. Details can be found in the enclosed Notice of AGM.

Ms. Clara U has been serving as the Acting Chair upon the retirement of Mr. Henry Leung on the AGM 2015, and her term will end shortly. The Committee has nominated Ms. Clara U for election as the Chairman at the AGM 2016. Meanwhile, four ordinary members of the Committee, including Prof. Kin-che Lam, Mr. Freeman Cheung, Mr. David Yeung and Mr. Henry Leung, will complete their current service term. There will be up to four vacancies for ordinary members of the Committee, according to the Institute's Memorandum.

Dr. Jeanne Ng, Chair of the Hong Kong Institute of Qualified Environmental Professional (HKIQEP), will share with us exciting development about this new institute after our AGM. All along HKIEIA has strongly supported the introduction of the new qualification, for advancing the professionalism of environmental practitioners in Hong Kong.

In keeping with our tradition, a dinner reception in Chinese style will be held after the AGM. To encourage participation, the Committee has set the cost of the dinner at a very attractive price of HK\$100 per person.

Please complete and return the following to me, by email at hon.sec.hkieia@gmail.com or by fax at 3465 2899, on or before **29 April 2016 (Fri)**:-

1. **Dinner Reception** - To make reservations for the dinner, you only need to check the appropriate box on the Reply Form in Annex 2. To allow an estimate of attendance in advance and to avoid disappointment, we would urge you to make reservations early, preferably on or before 29 April 2016 (Mon).
2. **Nomination of Committee** – To nominate candidates to stand for election for the vacant posts of the Committee, please complete and return the Election Nomination Form in Annex 3.
3. **Proxy** - If you cannot attend the AGM in person, we urge you to complete and sign the enclosed Proxy Form in Annex 4.

In addition, you are required to provide your Continuous Professional Development (CPD) Records for annual renewal of membership and/or Accredited Monitoring Professional (AMP) status, as required under the Institute's Memorandum. Please fill in the attached CPD log sheet and return to us, by post (P.O. Box 28756, Gloucester Road Post Office, Hong Kong) or by email (info@hkieia.org.hk). The log will be checked and verified by the Accreditation Panel members.

This AGM will provide an excellent opportunity to learn about the Institute's accomplishments over the last year, as well as to meet old friends and network with other practitioners in the industry.

We look forward to seeing you at the AGM.



Jackie Yip
Honorary Secretary



HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT

Notification of Annual General Meeting 2016

NOTICE IS HEREBY GIVEN that an Annual General Meeting (AGM) of the Hong Kong Institute of Environmental Impact Assessment shall be held at **6:30pm** on **5 May 2016 (Thursday)** at the **World Trade Centre Club, 38/F, World Trade Centre, 280 Gloucester Road, Causeway Bay, Hong Kong**. The reception will begin at 6:00pm.

Agenda for AGM 2016:

1. To confirm the Minutes of the last AGM held on 28 May 2015
2. To receive and consider the Chairman's Annual Report for 2015 – 2016
3. To receive and consider the Financial Report of the Honorary Treasurer for 2015 - 2016
4. To elect Chairman and Committee Members of the Institute
5. To appoint an Auditor of the Institute for 2016 – 2017
6. Any Other Business
 - i) Obtaining Business Registration for HKIEIA

Dr. Jeanne Ng, Chair of the Hong Kong Institute of Qualified Environmental Professional (HKIQEP), will give a speech about the HKIQEP after the AGM, followed by the dinner reception. The cost for the dinner is HK\$100 per person. All members are welcome.

If you would like to nominate candidates to stand for election for the vacant posts of the Committee, please complete the enclosed Election Nomination Form and return it to us, preferably on or before 29 April 2016.

By order of the Committee,

Jackie Yip
Honorary Secretary
19 April 2016

(Enquiries should be directed to Ms. Jackie Yip, Honorary Secretary, at hon.sec.hkieia@gmail.com)

Enclosures

- Annex 1 - Draft Minutes of AGM held on 28 May 2015
- Annex 2 - AGM and Annual Dinner Reply Form
- Annex 3 - Election Nomination Form
- Annex 4 - Proxy Form



Hong Kong Institute of Environmental Impact Assessment
Draft Minutes of Annual General Meeting 2015
6:30pm, 28 May 2015, World Trade Centre Club

PRESENT:

Fellows:

| | | |
|-----------------------|-------------------|------------------------|
| Cheung, Freeman | Lam, Kin Che | Ng, Cho Nam |
| Cheung, Richard | Lee, Shirley | Peirson-Smith, Timothy |
| Frommer, Glenn Howard | Leung, Henry | Yeung, David |
| Lam, Josh | Liu, Wing Hei (P) | |

Corporate Members:

| | | |
|----------------------|------------------------|-----------------------|
| Bhanja, Alexi | Lau, Vincent | Tam, Christine (P) |
| Chan, Chris | Lee, Peter | To, Wing Shum |
| Chan, Chun Kwok | Lee, Claudine | Tong, Angela (P) |
| Chan, Desmond (P) | Leung, Kenny (P) | Tsang, Michael (P) |
| Chan, Lighting | Leung, Roger (P) | Tsang, Fan Cheong |
| Cheng, Tony (P) | Liu, Hon Cheung | Tso, Lawrence (P) |
| Cheung, Amy (P) | Lui, Karen (P) | Tsoi, Joanne (P) |
| Cheung, Ming Kai (P) | Lui, Wing Man (P) | Tsui, Lawrence (P) |
| Cheung, Laurent (P) | Ma, Sau Ping | U, Clara |
| Chiu, Calvin (P) | McMillan, Sharne (P) | Wong, Chris |
| Chiu, Ming Ho (P) | Ng, Chi Chung | Wong, Antony |
| Choi, Joan | Ng, Danny (P) | Wong, Chi Man (P) |
| Chung, Andy (P) | Ng, Delton (P) | Wong, Steven (P) |
| Chung, Anna (P) | Ng, Henry (P) | Wong, Ken |
| Eisenegger, Mark (P) | Ng, Flora (P) | Wong, Raymond |
| Fung, Yiu Wah (P) | Ng, Steven (P) | Wong, Charles |
| Gallacher, David | Ng, Queenie (P) | Yan, Wai Lok (P) |
| Gbaguidi, Alex | Pang, Alson | Yan, Becky |
| Ho, Derek (P) | Pierson-Smith, Timothy | Yeung, Victor (P) |
| Ho, Marlene (P) | Poon, Wai Lun (P) | Yip, Jackie (P) |
| Hong, Westwood (P) | Shea, Mark | Yu, Clara (P) |
| Hui, Kwong Yiu (P) | So, Tung Shing | Yu, Katie (P) |
| Hui, Yuk Hung | Stanton, David | Yuen, Wang Cheong (P) |
| Lam, Chris (P) | Tang, Kam Hang (P) | Zhang, Jessica (P) |
| Lau, Tak Yan (P) | Tang, Jeffrey (P) | |

(P) - Proxy

ITEMS:

1. Minutes of AGM held on 12 June 2014

The minutes of 12 June 2014 were endorsed by the members.

2. Chairman's Report

Mr. Henry Leung, Chairman of the Committee, presented the Annual Report on the activities that had taken place in the Year 14/15 and was endorsed by the members.



3. Treasurer's Report

Mr. David Yeung, Honorary Treasurer, presented the financial statement for the year ending 31.03.2015 and the auditor's report prepared by the Honorary Auditor, Louis Lai & Luk Certified Public Accountants, which were endorsed by the members.

4. Election of Committee Members

Dr. David Gallacher, Mr. Josh Lam, Mr. David Stanton, Mr. Raymond Wong and Dr. Jackie Yip were elected members of the Committee for a term of 3 years.

5. Election of Chairman

Mr. Henry Leung would retire from the position of Chairman after this AGM. There would be one remaining year to complete the 2-year service term of Chairmanship. As the Memorandum has no clauses or statement about this situation, the Committee proposed the Vice-chairperson, Ms. Clara U as the acting Chairperson to complete the remaining one year service term, which was endorsed by the members.

6. Appointment of Auditor for Year 15/16

Members agreed on the re-appointment of Louis Lai & Luk Certified Public Accountants as the Institute's Honorary Auditor for Year 15/16.

7. Any other Business

- Fellow Dr. Glenn Frommer thanked the outgoing ExCo members and Chairman for their contribution to the Institute during their service term.
- Fellow Mr. Henry Leung thanked Mr. Freeman Cheung for keeping the Institute's bank accounts healthy and for Mr. David Yeung's continuation.
- Fellow Mr. Freeman Cheung gave a brief update of the newly formed institute, Hong Kong Institute of Qualified Environmental Professionals (HKIQEP). HKIEIA is a founding institute of the HKIQEP. More information would be shared to members in due course.
- There being no other business, the meeting adjourned at 7:45pm.

Jackie Yip
Honorary Secretary (2015/16)
9 June 2015



HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT

**Annual General Meeting on 5 May 2016
Reply Form**

Name of Member: _____ Membership No.: _____ Tel. No.: _____

Please indicate if you will attend the following events on **5 May 2016** at the **World Trade Centre Club, 38/F, World Trade Centre, 280 Gloucester Road, Causeway Bay, Hong Kong**.

YES NO

() () **Annual General Meeting** at 6:30 pm [Reception will start at 6:00 pm]

() () **Dinner** at 8 pm [@HK\$100 for Member & @HK\$200 for Non-Member].

I enclose a cheque (no. _____) made payable to Hong Kong Institute of Environmental Impact Assessment in the total sum of HK\$_____ for _____ participants.

Special Meal Options

vegetarian dinner (to tick as necessary)



HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT

Nomination for Election of Committee Member at Annual General Meeting on 5 May 2016

I am a **Corporate Member** of the Institute and hereby nominate the following **Corporate Member(s)** for election as **Committee Member(s)**:

Committee Member : _____
Committee Member : _____
Committee Member : _____
Committee Member : _____

I confirm that the above person(s) have accepted to be nominated and have agreed to serve as Committee Member(s) if elected.

Proposer Name & Signature : _____

Date : _____

Note: The following will retire from office in the Committee:-

| | |
|--------------------|-------------------------|
| Prof. Lam Kin-che | Committee Member |
| Mr. Freeman Cheung | Committee Member |
| Mr. David Yeung | Committee Member |
| Mr. Henry Leung | Immediate Past Chairman |

The following Members will remain in the Committee:

Mr. Mohamed Hasan Isa, Dr. David Gallacher, Mr. Josh Lam, Mr. David Stanton, Mr. Raymond Wong, Dr. Jackie Yip and Ms Clara U (nominated for election as Chairman)

[Information on the election of Committee Members is available for viewing from the Memorandum at the Institute's official website: <http://hkieia.org.hk/About-the-HKIEIA/The-Memorandum>]

HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT

Proxy Form for Annual General Meeting on 5 May 2016

If members cannot attend the AGM in person, you may sign this Proxy Form and return to us by one of the follow methods:

1. By post to HKIEIA, c/o Ramboll Environ Hong Kong Limited, Room 2403, Jubilee Centre, 18 Fenwick Street, Wan Chai, Hong Kong, by 3 May 2016; or
2. By fax to number 3465 2899 by 5pm, 5 May 2016; or
3. By email to hon.sec.hkieia@gmail.com by 5pm, 5 May 2016, scanned page with signature shown; or
4. By putting into the “Proxy Collection Box” located at the Reception Counter of the AGM venue.

All proxy forms must reach us using one of the above methods before the commencement of the AGM. Members are advised to submit the form as early as possible to avoid delays.

=====

I, (_____), being a Corporate Member of the Hong Kong Institute of Environmental Impact Assessment, hereby appoint fellow Corporate Member (_____) of the Institute as my

_____ (a) General proxy *

_____ (b) Special proxy to*

_____ attend*

_____ vote*

_____ act on my behalf on the following specific matters:*

Signature _____
(_____)

Date _____

(*Please tick as appropriate)