JCI
Hong Kong, China

ONE FOR ALL

2026 Admin Workshop

3 DECEMBER, 2025

JCI Hong Kong, China

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Recital of JCI Creed, Mission & Vision

JCI Hong Kong, China

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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 Hong Kong, China

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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.

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Recognition of Guests & Welcoming Speech

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Group Photo



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Hong Kong, China

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2026 Admin Workshop

3 DECEMBER, 2025

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National Director Designate

Fiona Lam





National Secretary General Designate

Senator Hei Leung

Secretariat and Records & Recognition Team

JCI Hong Kong, China

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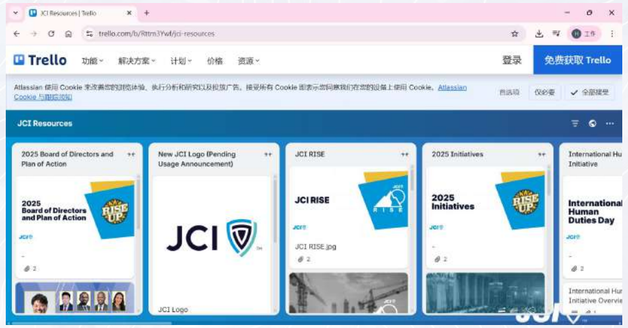
Secretariat

Online Resources for JCI

Trello

Latest JCI Direction and Guideline

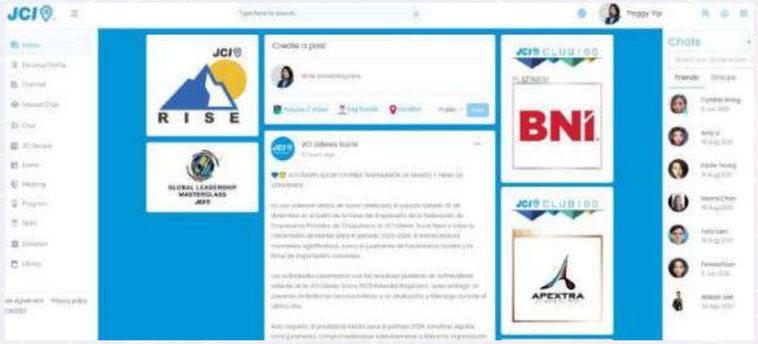
https://trello.com/b/Rttm3Ywf/jci-resources



JVC

Latest JCI Movement and Training Resources

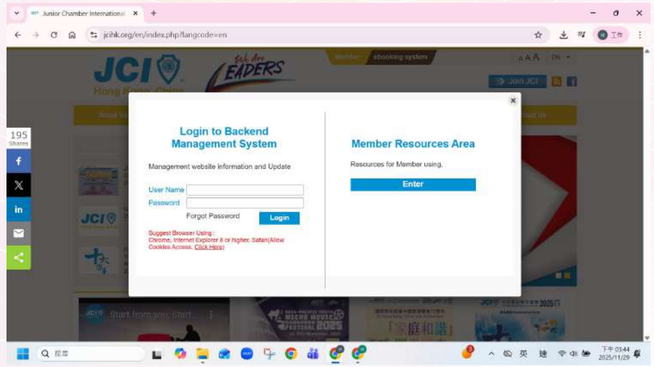
https://jvc.jci.cc



JCIHK Website

Project Docs and JCIHK Info

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



Secretariat

Recognition List

JCIHK

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

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

Document	Format
2025 JCIHK Recognition List - English (updated on 10 Nov 2025)	DOCX
2025 JCIHK Recognition List - Chinese (updated on 10 Nov 2025)	DOCX
2025 JCIHK Attendance List - English (updated on 10 Nov 2025)	DOCX
2025 JCIHK Attendance List - Chinese (updated on 10 Nov 2025)	DOCX
JCIHK Past National President List - English (Updated on 1 Janurary 2025)	DOC
JCIHK Past National President List - Chinese (Updated on 1 Janurary 2025)	DOC
2025 NOM Calendar & Deadlines (Adopted on 12 Apr 2025)	PDF
2025 JCIHK Name Card Template	PDF
2025 JCIHK Presentation Template	PPTX
JCI Generic Presentation Template - 2022	PPTX
JCI Corporate Identity Guidelines	PDF
JCI Generic Presentation Template - 2021 Ver. (16:9)	PPTX
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
JCI Corporate Identity Guidelines	PDF
JCIHK Corporate Communication Guidelines (Updated: Feb-2025)	PDF
2025 Champion of Champions (COC) Host Application	Link

Government

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



Secretariat

NOM Calendar

https://drive.google.com/drive/folders/1nYcHWCnySVIFSlJ4LY0MqA0ZKww1tQFQ?usp=drive_link

January 2026				
Date	**Day of Week**	**Description**	**Type of Event**	**Remarks/Deadline (if any)**
1 Jan	Thu	New Year Gathering & Courtesy Visit	Event	
2 Jan	Fri	JCI President Welcome Reception Dinner	Event	
3 Jan	Sat	JCIHK Inauguration Ceremory	Event	
10 Jan	Sat	NAEO Meeting and Joint Board Meeting 1	Meeting	
14 Jan	Wed	Town Hall Meeting 1	Meeting	Zoom
22 Jan	Thu	PMO Squad Closing Skills Workshop	Event	
28 Jan	Wed	JIB 1	Event	
31 Jan	Sat	Human Duties Rally - January Submission	Event	Deadline 23:59

February 2026				
Date	**Day of Week**	**Description**	**Type of Event**	**Remarks/Deadline (if any)**
4 Feb	Wed	Chairmanship Workshop（TBC）	Event	
7 Feb	Sat	PM & PPM Gathering 1	Event	
11 Feb	Wed	Media workshop	Event	
16 Feb	Mon	February NAEO and NOM Board Meeting	Meeting	
24 Feb	Tue	Debate Workshop	Event	
27 Feb	Fri	E-bidbook Seminar 1	Event	
28 Feb	Sat	CYE Workshop	Event	
28 Feb	Sat	Human Duties Rally - February Submission	Event	Deadline 23:59

Secretariat

3 Essential Systems

JCIHK.org - LOM page

Update Chapter Profile and events

Apply HKJC Foundation

http://jcihk.org/webadmin/index.php



eBooking System

Book of Seminar and Meeting rooms of JC Office

http://www.jcihk.org/e-booking/



Membership System

Monthly declaration of membership status

Membership database

http://www.jcihk.org/membership/



Secretariat

Update of Chapter Profile on JCIHK Website [1 Jan 2026]

Chapter profile includes:

1. Chapter Basic Info
2. Background of Chapter
3. LOM P Name and photo
4. Year theme & Main Projects



Secretariat

Google Calendar

NOM Calendar

NOM Events [Updated by NOM]

jcihk.calendar@gmail.com

LOM Calendar

LOM Events [Updated by LOM]

jcihklom@gmail.com

Guideline for LOM Calendar:

Sharing of FORMAL and IMPORTANT events only [in aspect of other LOMs]

Yes: MFGs, Flagship Projects, Official Courses, Anniversaries

No: PMO, Happy Hour, LOM Officer Training Camp

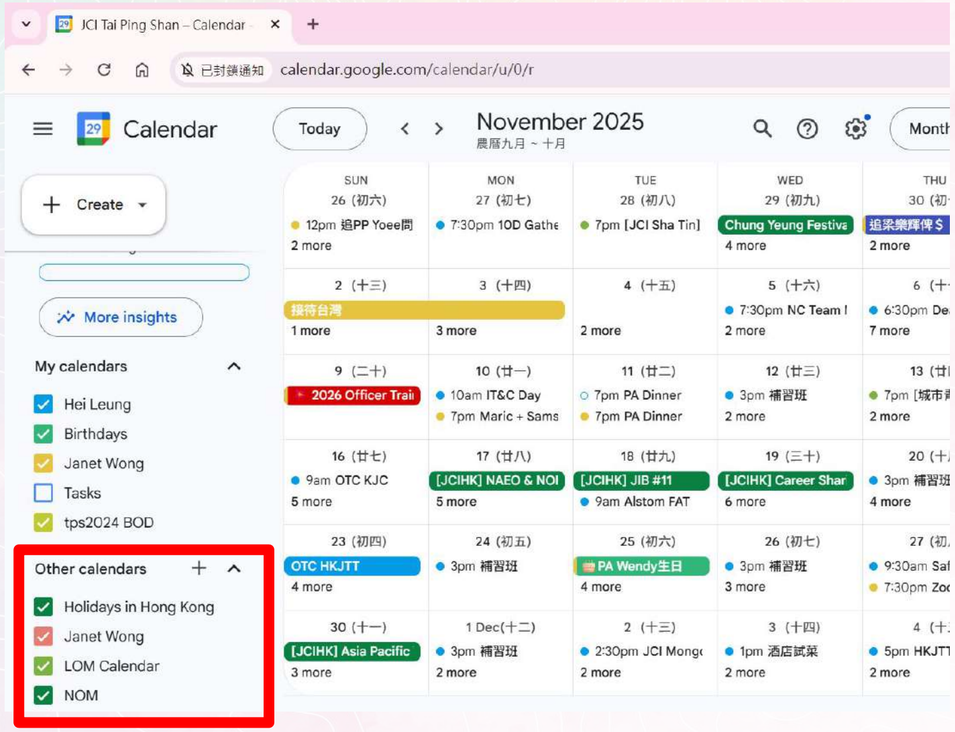
JCI Hong Kong, China

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How to subscribe Google Calendar [Desktop]

1. Login your gmail account and go to Calendar
2. Click “+” on “Other Calendars” field on the left sidebar and click “Subscribe to calendar” button
3. Insert jcihk.calendar@gmail.com & jcihklom@gmail.com
4. Calendar will be shown under “Other Calendar”



Secretariat

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 2026 NSG Hei Leung at hei.leung@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**



Project File Checklist: https://jcihk.org/en/download.php?menuid=107&groupid=114&id=131

Secretariat

Legal Compliance

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, 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



Secretariat

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]



Secretariat

Chamber Office

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

https://www.jcihk.org/e-booking/ebooking_help.php



Room bookings to be made by online booking system

No fee applies for Board Meetings and OC meeting only

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Secretariat

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.

Secretariat

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.

Secretariat

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.

Secretariat

Chamber Office - Printing and photocopying

- The copier supports WIFI printing service. Guidelines can be found on the wall.
- Copier password: Please check with P or HS.
- Black & White: HK$ 0.5 per side
- Colour: HK$3 per side



Secretariat

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.



Secretariat

Chamber Office - Temporary Storage of Materials in Seminar Room 3

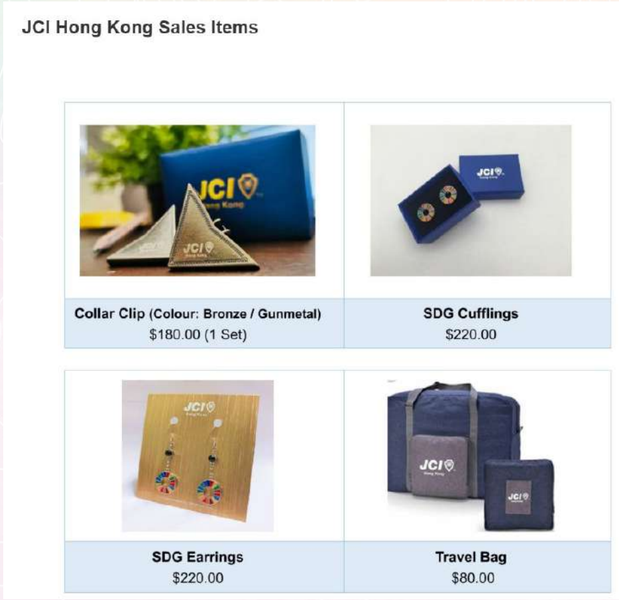
- LOM Chapters may place project materials on the shelf of Seminar Room 3 for 14 days.
- A form has to be filled in, one copy to Chamber staff, and the other to be stuck onto the surface of the materials being stored.
- Penalty charge after 14 days: HK$100 per day for max. 7 days
- After 21 days, the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



Secretariat

Chamber Office - JC Supplies

- 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

Secretariat

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



Secretariat

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



Records and Recognition

2026 Efficiency Index (EI) (as of 21-Nov-2025) – NOT CONFIRMED YET

Explanatory Notes for the 2026 LOM Efficiency Program (as of 21-Nov-2025) – NOT CONFIRMED YET

LINK

At least 80%
EI Score achieved
in both Administration &
Participation
in order to meet
Awards Criteria

JCI Hong Kong, China

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Records and Recognition

2026 Efficiency Index (EI)-Compliance Purpose

Compulsory EI – Highlights	
📋 **Administration (Total 100%)**	
Submit 2025 ND2A Form to Companies Registry	Document status is "Available/ Pending" in Companies Registry or submission proof sent on or before 16 Jan 2026 (23:59) -
Submit Memorandum & Articles of Association	Email sent On or before 31-Dec-2025 (23:59) - 7 points On or before 7-Jan-2026 (23:59) - 2 points Later than 7-Jan-2026 or No submission - 0 points

At least 80%
EI Score achieved
in both Administration & Participation
in order to meet
Awards Criteria

Remarks: If you have difficulties meeting the deadline please email supporting documents to: info@jcihk.org,
cc: fiona.lam@jcihk.org and priscilla.tso@jcihk.org TWO days before the deadline
The result will be subjected to NOM BOD's decision

Records and Recognition

2026 Efficiency Index (EI)-Compliance Purpose

Compulsory EI – Highlights	
📋 **Administration (100%)**	
Submit MONTHLY Board Meeting Minutes (Start from NOV 2025, submiss on or before 31 Dec 2025)	1 point for each month (by 23:59 on the last day of **NEXT** month)
MONTHLY membership declaration in membership system (Start from DEC 2025, confirm on or before 20 Dec 2025)	1 point for each month (by 23:59 on **20th** of each month)

At least 80%
EI Score achieved
in both Administration &
Participation
in order to meet
Awards Criteria





Records and Recognition

2026 Efficiency Index (EI)-Compliance Purpose

Compulsory EI – Highlights	
📍 **Participation (Total 100%)**	
2025 Joint Board Meeting 5 (6 Dec 2025)	President + President Elect or Representative present with 3-day notice to NSG - 12 points President + President Elect or Representative present with less than 3-day notice to NSG - 7 points
2025 Joint Directors Meeting 2 and Executive Development Program (13 Dec 2025)	≥75% 2026 Board Attendance - 12 points 50%-74.99% 2026 Board Attendance - 7 points 30%-49.99% 2026 Board Attendance - 2 points < 30% 2026 Board Attendance - 0 points

At least 80%
EI Score achieved
in both Administration &
Participation
in order to meet
Awards Criteria

Records and Recognition

2026 Efficiency Index (EI)-Compliance Purpose

Bonus EI - 1 bonus point equals HKD 8	
**All rewards are redeemed in the Joint Board Meetings and the first redemption date is 11 April 2026	
Lightbox advertisement (Cost HKD800)	EDM (Cost HKD500)
Room Booking (Cost HKD150-HKD300/hr)	JCI Supplies (like scarf, tie, pin, etc.)
JCIHK gifts	Supplementary points (2 Bonus points equal to 1 Participation point) （10 Bonus points equal to 1 Administration point）

Remarks: If you have difficulties meeting the deadline of 11/11/2025, please email supporting documents to: info@jcihk.org,
cc: fiona.lam@jcihk.org and priscilla.tso@jcihk.org on or before 4/11/2025, subject to NOM BOD's decision.

Records and Recognition

2026 Bidbook & Awards-Recognition Purpose

STAY TUNED

Important Dates

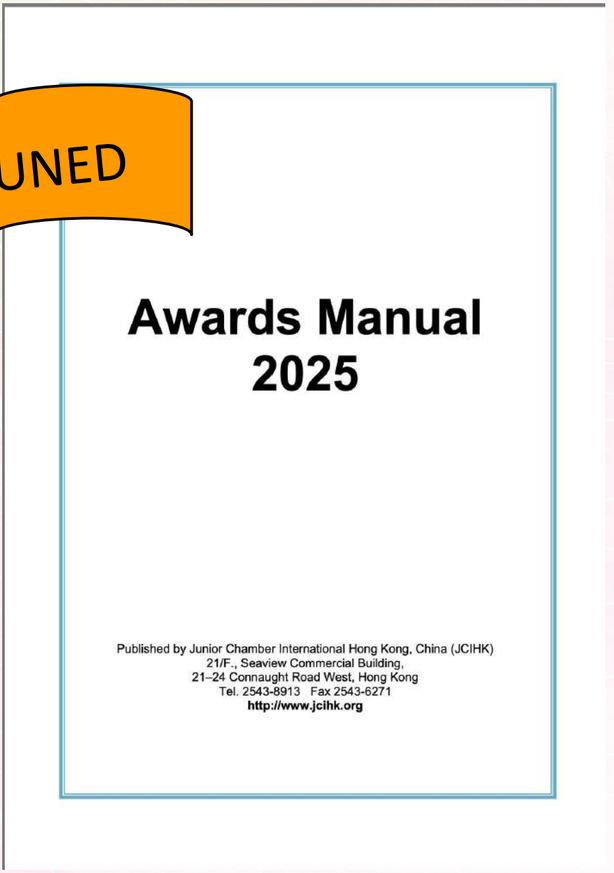
E-bidbook Seminar 1 27 Feb 2026

E-bidbook Seminar 2 10 Jul 2026

NC Award Judge WORKSHOP 23 Aug (Sun) or 26 Aug (Wed) 2026

NC Bidbook Submission 30 Aug 2026 (Sun)

NC Award Judging Day 6 Sep 2026 (Sun)



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National Honorary
Treasurer Designate

Tiffany Leung

Treasury Area

Treasury

- 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 within 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.

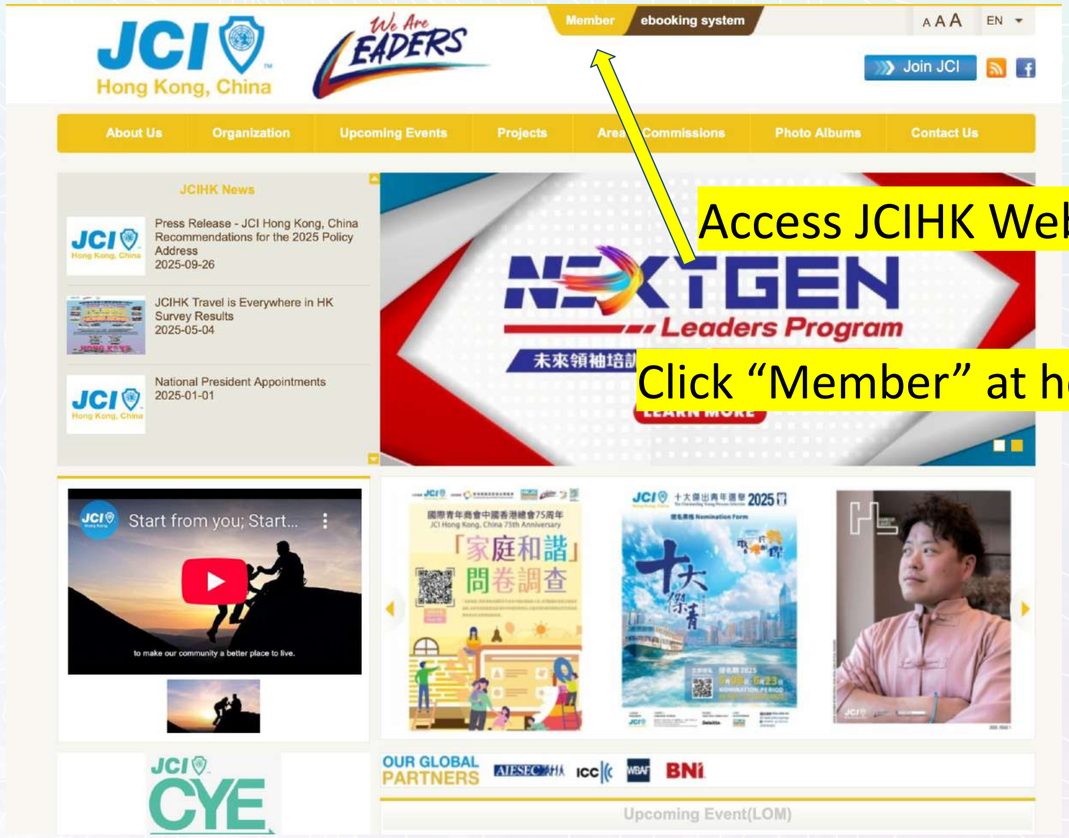
Deadline of HKJC Foundation and Wofoo JCIHK Empowerment Funding

- HKJC Foundation 1st Application due date - 28 Feb 2026 at 23:59
- HKJC Foundation 2025 Claims due date - 28 Feb 2026 at 23:59

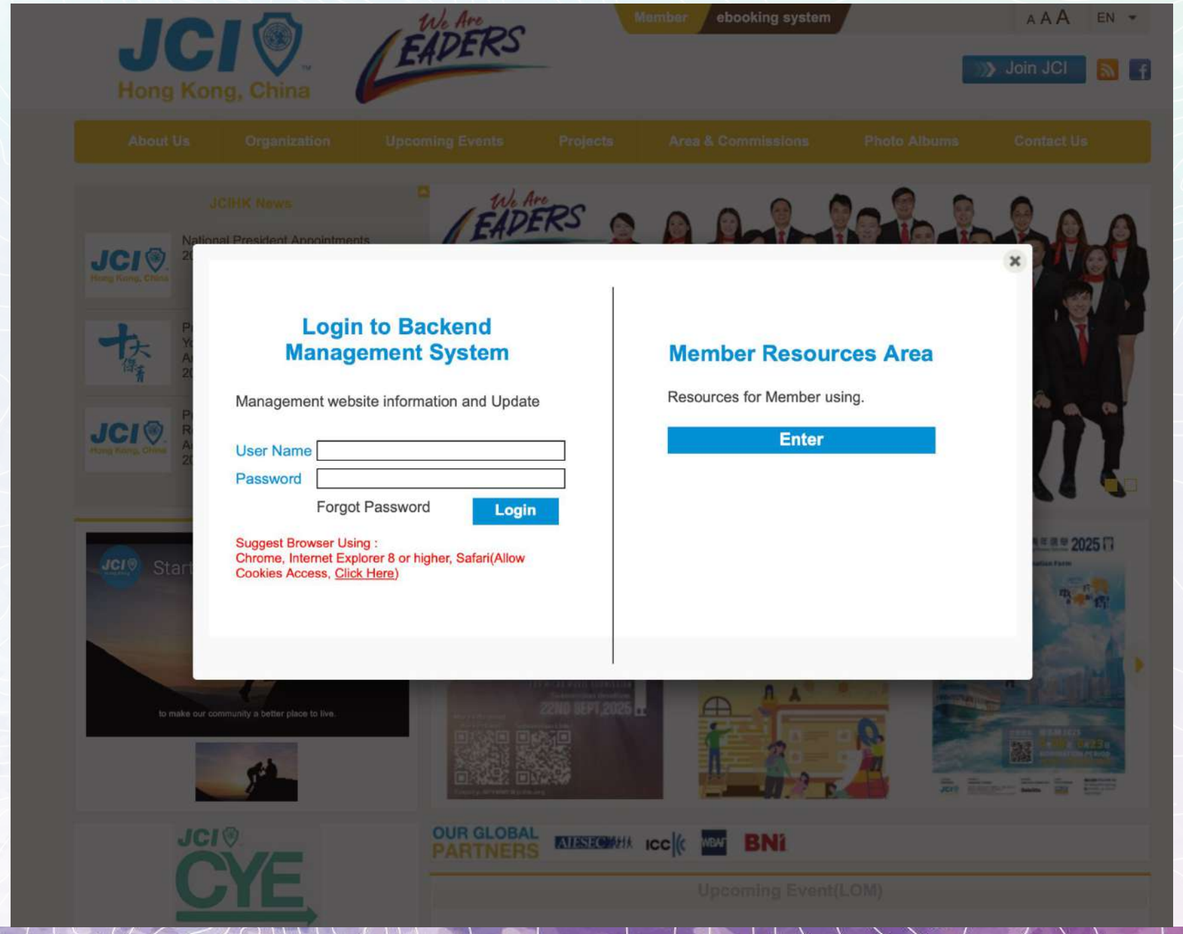
- Wofoo JCIHK Empowerment Funding Application - **30 Jan 2026 at 23:59**
- Wofoo JCIHK Empowerment Funding 2025 Claims - **30 Jan 2026 at 23:59**
- Wofoo JCIHK Empowerment Funding Pitching Day - **any day between 11 to 13 Feb 2026 (All dates subject to Wofoo's confirmation)**

- HKJC Foundation 2nd Application due date - 31 May 2026 at 23:59

HKJC Foundation Subsidy Application Progress



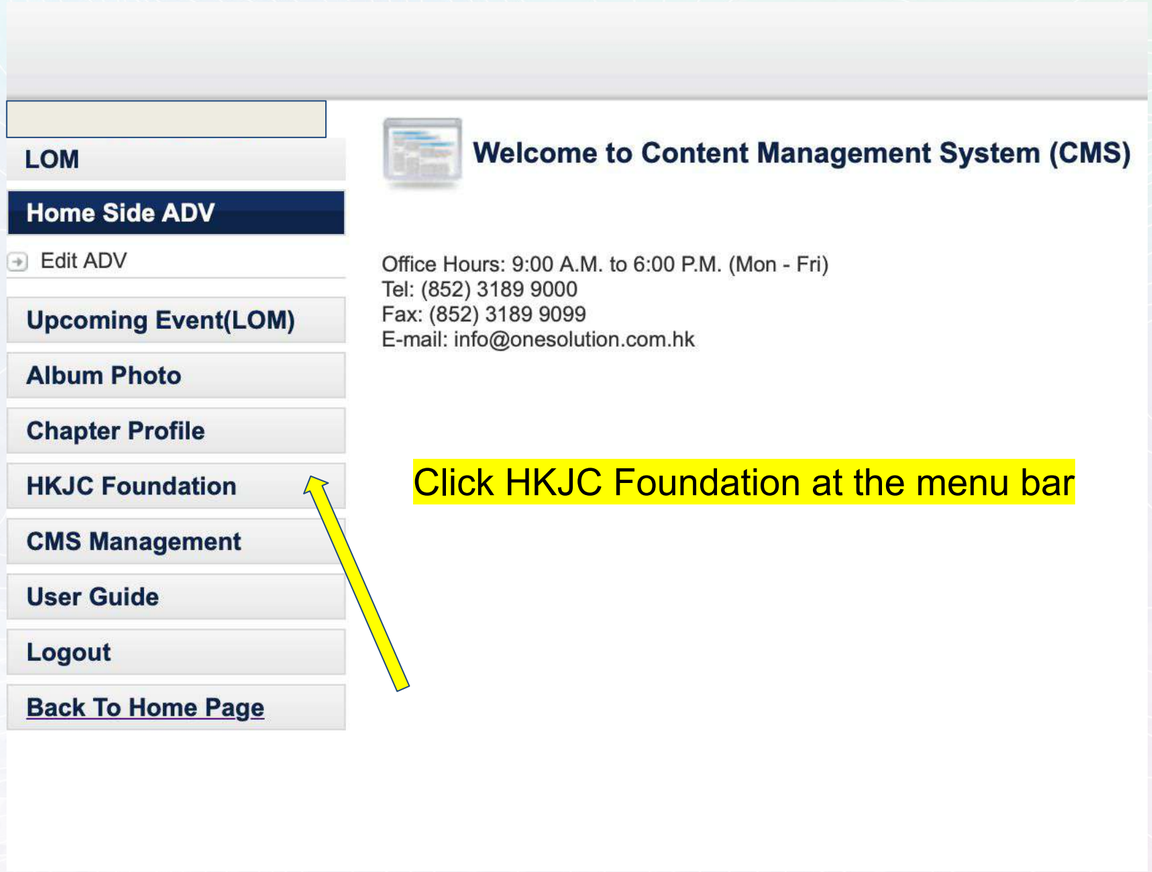
HKJC Foundation Subsidy Application Progress



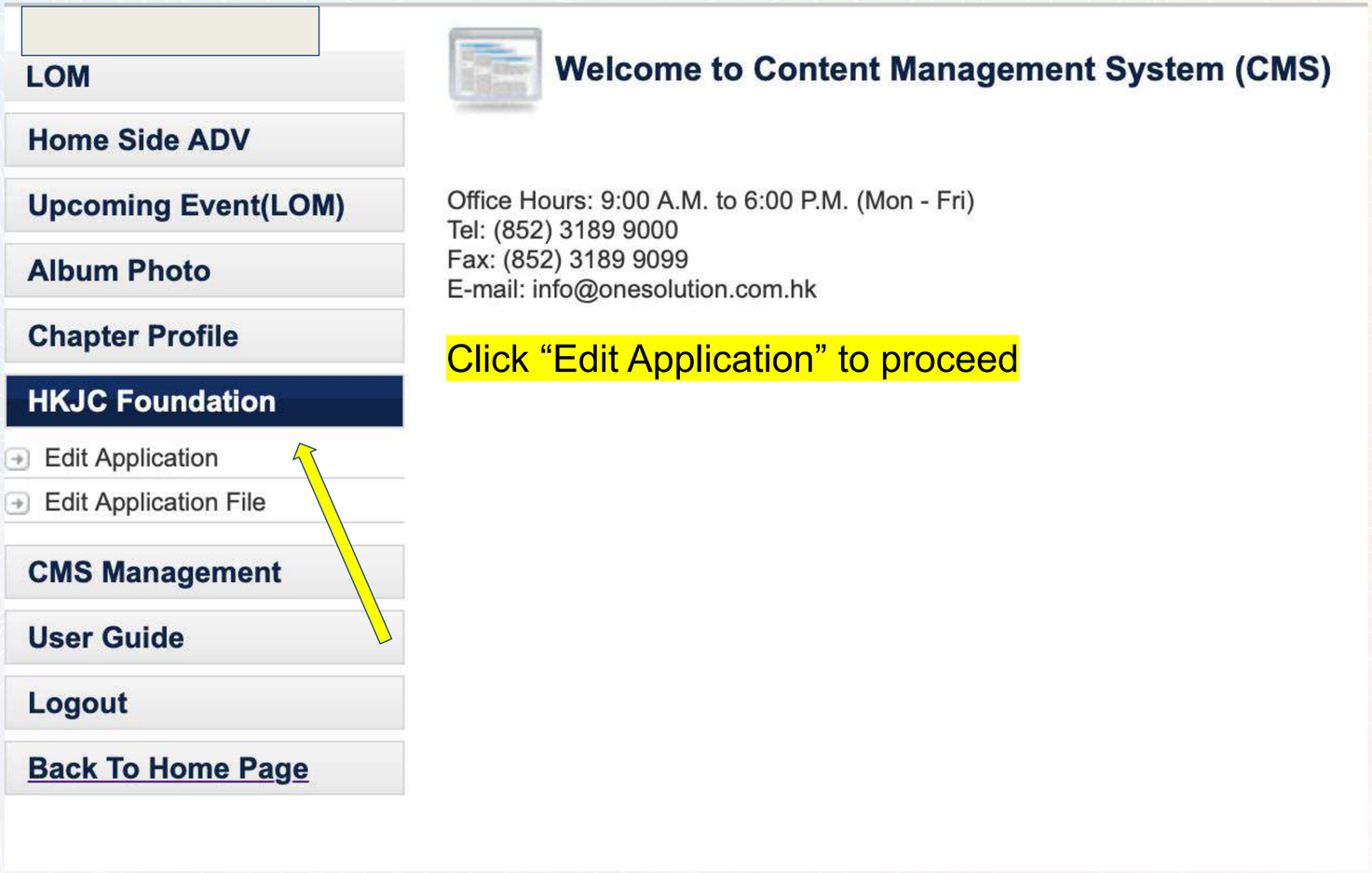
Login to backend management system with

- User name
- Password
- Click “Login”

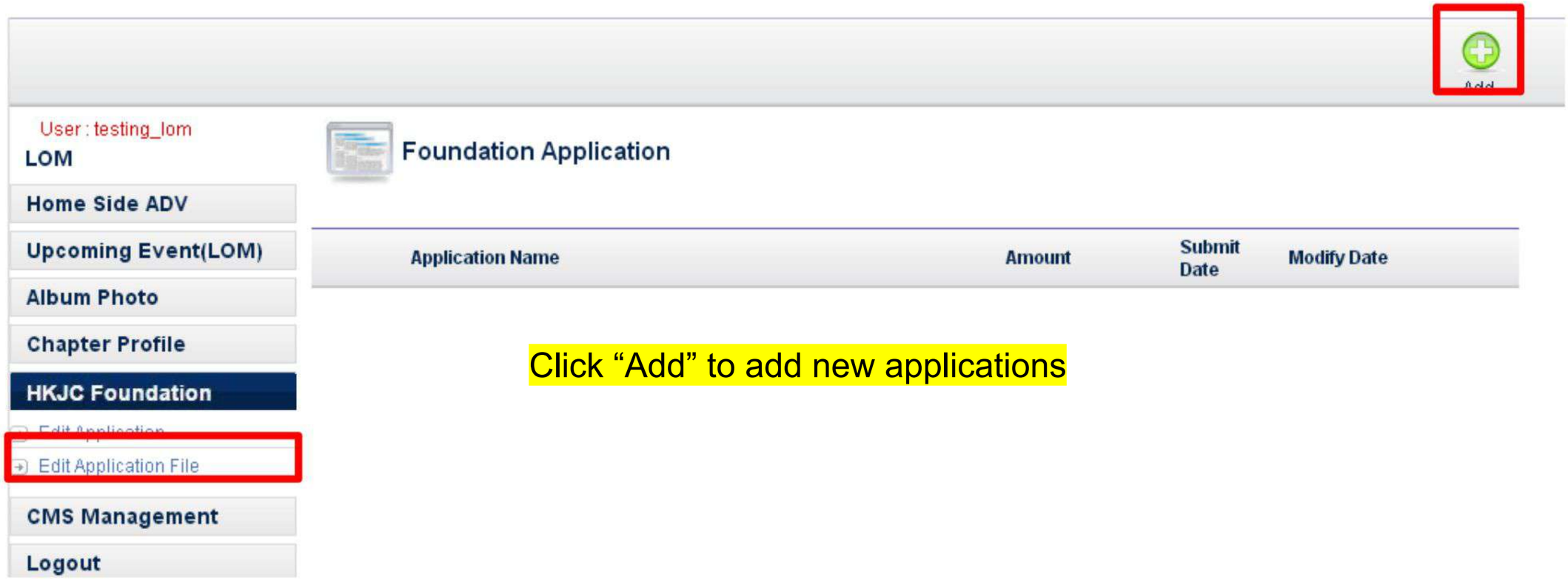
HKJC Foundation Subsidy Application Progress



HKJC Foundation Subsidy Application Progress



HKJC Foundation Subsidy Application Progress



HKJC Foundation Subsidy Application Progress



Fill the information of the application, then click save. (If your file total size over 10MB in, please split your file and uploads two or three times.)

HKJC Foundation Subsidy Application Progress

寄件者: JCIHK Foundation <web@jcihk.org>
寄件日期: 16/1/2014 (Thu) 14:01
收件者: Ming Yu
副本:
主旨: JCIHK Foundation Application Confirm : Test Application

Dear testing_lom,

Thank you for your application.

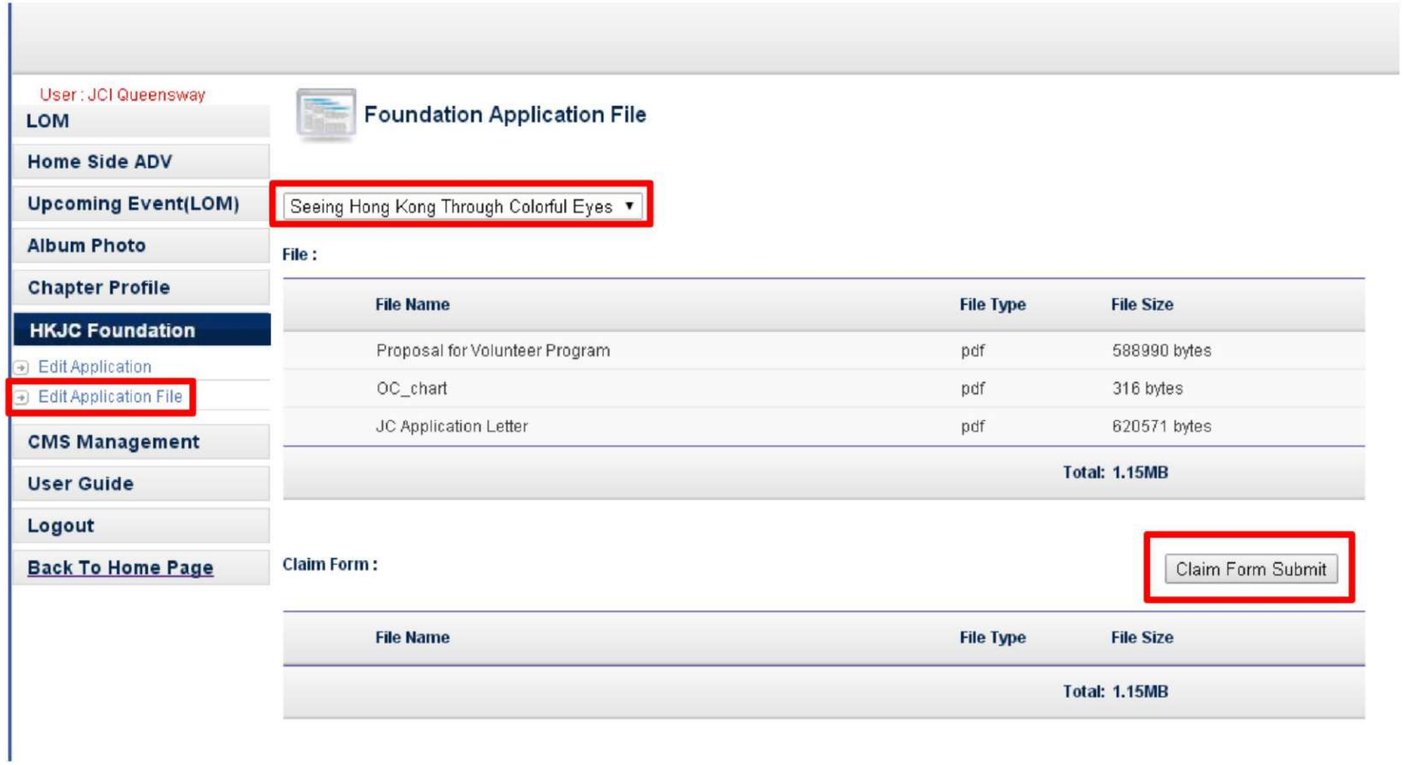
Should you have any enquires, please feel free to contact JC Office, 2543 8913, or info@jcihk.org
Thank you very much.

Regards,
Junior Chamber International Hong Kong

- 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.

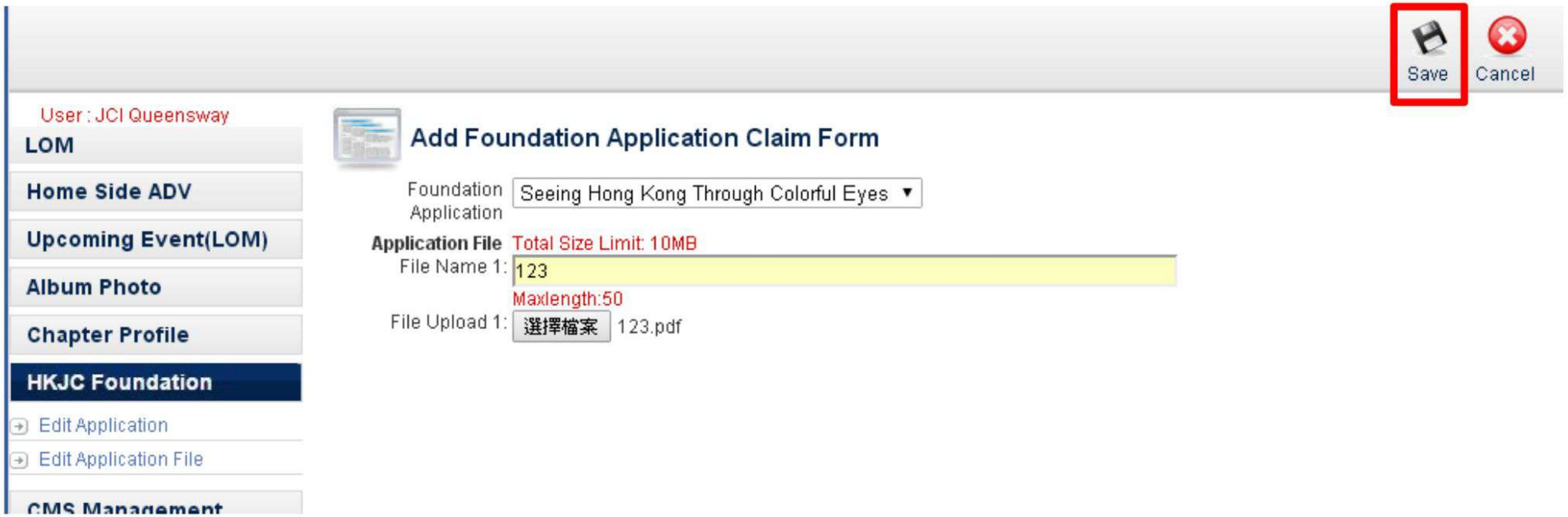
HKJC Foundation Subsidy Claim Progress

Choose "**HKJC Foundation > Edit Application File**", select which Application what you want to add.



HKJC Foundation Subsidy Claim Progress

Fill the information of the application, then click save.



HKJC Foundation Subsidy Claim Progress

After upload, you can receive the confirm e-mail after you add success.

寄件者: JCIHK Foundation <web@jcihk.org>
寄件日期: 16/1/2014 (Thu) 14:01
收件者: Ming Yu
副本:
主旨: JCIHK Foundation Application Confirm : Test Application

Dear testing_lom,

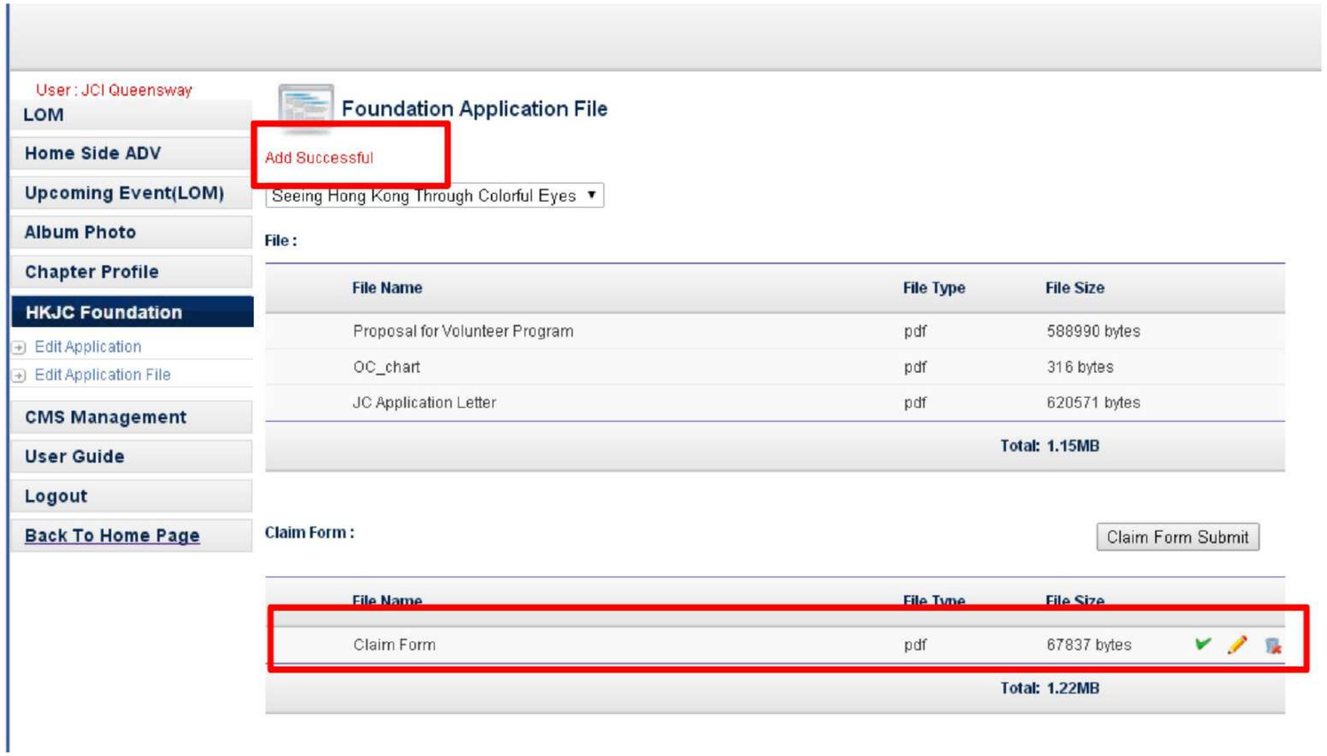
Thank you for your application.

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

Regards,
Junior Chamber International Hong Kong

HKJC Foundation Subsidy Claim Progress

After upload, the form under below. You can modify and delete here.



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General Guideline for HKJC 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.

JCI Hong Kong, China

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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 Paul Wu and Treasurer PNP Senator Anthony Leung

JCI Hong Kong, China

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HKJC Foundation Subsidy Reimbursement 總結 (con't)

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 be 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.

JCI Hong Kong, China

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National Director Designate

Katrina Ng





National Vice President Elect

Bosco Li

Partnership and Public Relations Team

Partnership and Public Relations

Use of logos

Please provide enough space for the logo









Partnership and Public Relations

Use of logos

主辦機構



主辦機構　　贊助機構

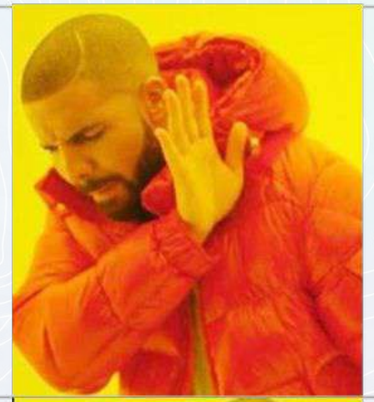


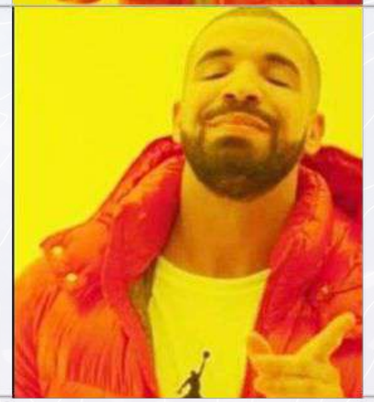
CLEAR Separation between two subjects

留意加返”協辦/支持機構/贊助”字眼

Partnership and Public Relations

Use of logos



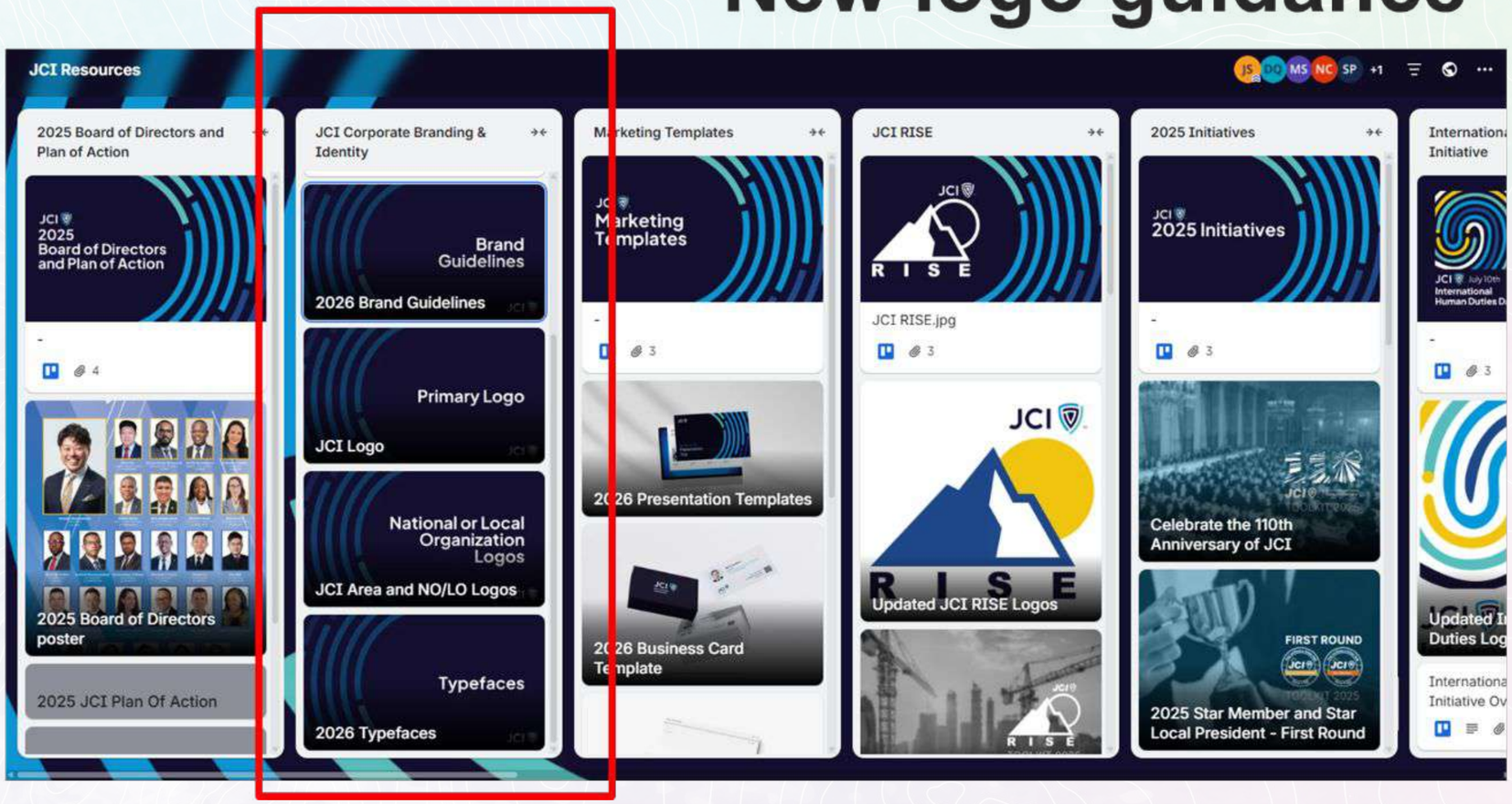


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Partnership and Public Relations

New logo guidance



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

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National Director Designate

Kenneth Law



National Vice President Elect

Dickey Tang

Digital Development & Publication Team

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you do the
works
we spread the
words



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Public Media

Social Media

Frequent Email



Publications

eDM

Town Hall Meeting



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Publications

2026 Harbour Lights Online

- **LOMs can upload unlimited articles before the 15th of every two months (at least 1 article)**
- Approximate 600 words in english / 400 words in chinese (with at least 3 photos) / 30s video

Printed Version

- **15th April / 15th August (1 Page for each LOM)**
- Around 1500 words in english/ 1000 words in chinese (with 3-5 photos)

HARBOUR LIGHTS

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Public Media

am730

- Half Page: $8000 → $4000; Full Page: $15000 → $7500
- LOM provides design with Copies and Photos
- 2 weeks production leadtime



“SOME” TV

- Stay Tuned!!!
- $XXXX for 5 minutes exposure
- Best offer under negotiation



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Monthly e-News Letter

Consolidated monthly promotion email for Partners/ Presses/ NOMs centralized eDM

Submission Deadline: 15th day of Every Month

Send Out: 1st day of the Next Month

Required complete information to share, including:

- **Event Visual**
- **Event Title and Short Description**
- **Link to details**

Same link as eDM Promotion and Harbour Light submission



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Social Media

JCI Hong Kong China now manages 4 official Social Media Accounts, namely:

- Facebook @JCIHongKong
- Instagram @jcihk
- YouTube @jcihongkong4400
- LinkedIn @jcihk

You are welcome to tag JCIHK for more publicity, NOM may repost if content is appropriate.



Town Hall Meeting

Target ONE night for **Before each JBM**

TARGET: All Members

CHANNEL: ZOOM

- New Idea Sharing
- NOM Area Update
- Q&A Section
- Project Promotion Air-time

Bonus EI will be counted upon BOD members' attendance



Frequent Email



allbod2026@jcihk.org
- All 2026 Board members (NOM + LOMs)

promotion2026jc@jcihk.org
- allbod2026 members + LOM Past Presidents + NOM officers

ONLY MEMBERS in the alias can send email to certain alias.

Email alias will be tested by the end of the week, please discuss with us if any questions.


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Questions ? ? Answers ?

Q&A
Open Discussion

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2026 Admin Workshop

3 DECEMBER, 2025