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## **Guidelines for Scout Members on Disseminating Scout News**

*This circular supersedes the Policy Circular No.03/2018 issued on 1 January 2018.*

All Scout members are required to observe the following guidelines when disseminating Scout news:

### **Official Spokesperson of Scout Association of Hong Kong (SAHK)**

In respect of all matters pertinent to SAHK's policies and executive procedures, only the Chief Commissioner, Chief Scout Executive, Public Relations Commissioner and any other persons duly authorized by SAHK are the official spokespersons.

In respect of Scout programmes or training activities, the leader in-charge of the event is the spokesperson of SAHK and the information to be disseminated is limited to particulars of the event concerned.

### **External Liaison**

Unless with prior approval of the Chief Commissioner/ Deputy Chief Commissioners/ Assistant Chief Commissioners/ Chief Scout Executive, Scout members shall not, on behalf of SAHK, enter into any correspondence with Government bureaux/ departments.

Scout units/members who plan to contact or execute any document/ agreement with any National Scout Organizations, please refer to Policy Circular No. 23/2018 "Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit".

For communications with officials of the Chinese Communist Party/ Government/ Military and all correspondences to units of the Central People's Government in Hong Kong (such as the Liaison Office of the Central People's Government in the Hong Kong SAR/ The Commissioner's Office of China's Foreign Ministry in the Hong Kong SAR), please refer to Policy Circular No. 27/2018 "Policy on Holding Visit / Activity to Mainland China and Receiving Mainland Unit".

### **Publishing SAHK Policies**

SAHK, in drawing up or revising its policies, will at the time it considers fit make the announcement. All Scout members are prohibited from divulging to the public any policies and draft proposals not yet formally announced.

### **Publishing Scout Activities**

SAHK welcomes all leaders, for better understanding of Scout activities by the public, to disseminate the objectives, arrangements, participation and implementation of the activities they are in charge of.

Staff of the activities may also, in personal capacity, express objective views on the implementation of activities so long as these views do not contain personal accusations which may be libellous.

### **Publishing Scout Activities and Disseminating Scout News to the Media**

Press releases from Scout units/members for publishing Scout activities or disseminating Scout news to the media (including all newspapers, radio stations, televisions and internet) pursuant to the above guidelines should be sent out via the Public Relations Branch of the Headquarters.

Should there be any interview and enquiry from the media, Scout units/members are required to report to the Public Relations Branch of the Headquarters in advance. Assistance would be given by the Public Relations Branch if necessary.

In case of accident or emergency, leader in-charge of the Scout activity may objectively release background information of the incident to the reporters at the scene, but not to include any subjective personal opinions. The leader in-charge is also obliged to follow Activity Guideline No. 02/2021 “Guidelines for Reporting Accident Occurred During Scout Activities” to immediately inform the Assistant Chief Commissioner or District Commissioner of the unit concerned.

### **Public Speaking**

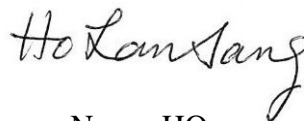
Should there be any invitation from external organization to give speech on the Scout Movement, Scout members so invited are required to obtain prior approval from Public Relations Commissioner. The content of the speech should also be approved beforehand by the Public Relations Commissioner. Scout members may seek assistance from the Public Relations Branch of the Headquarters as necessary.

### **Press Conference**

Should Scout units plan to hold press conferences, they are required to obtain prior approval from the Public Relations Commissioner.

### **Enquiry**

For enquiry, please contact Scout Executive (Public Relations) at 2957 6361.



Nancy HO  
Public Relations Commissioner