

YDC 青年大使計劃 2025
填表須知
YDC Youth Ambassadors Programme 2025
Guidance Notes

- 1) 「YDC 青年大使計劃 2025」(「計劃」)由民政及青年事務局和青年發展委員會合辦。已輸入資料並附有提名單位蓋印及簽署確認(接受電子簽名)的 PDF 提名表格必須於 2025 年 1 月 14 日或之前透過電郵送達青年發展委員會秘書處(電郵地址: ydc_ya@hyab.gov.hk)。The YDC Youth Ambassadors Programme 2025 (“the Programme”) is co-organised by the Home and Youth Affairs Bureau (HYAB) and the Youth Development Commission (YDC). The completed e-fillable PDF nomination form duly signed and stamped by the nominating unit (e-signature is acceptable) must reach the YDC Secretariat by email at ydc_ya@hyab.gov.hk on or before 14 January 2025.
- 2) 為免重複參與,曾經參加「國際青年交流計劃」、「慶祝特區成立 20 周年青年大使計劃」及/或過往「YDC 青年大使計劃」的人士將不會獲選參加本計劃。To avoid repetitive participation, youth who have joined the International Youth Exchange Programme (IYEP), the Youth Ambassadors in Celebration of the Establishment of the Hong Kong Special Administrative Region Programme (20A YA Programme), past YDC Youth Ambassadors Programme (YA Programme) before would NOT be selected for the Programme.
- 3) 計劃只接受獲邀單位之提名。The Programme only accepts nomination(s) from invited units.
- 4) 提名表格須以 中文或英文填寫。Nomination form should be completed in Chinese or in English.
- 5) 如表格上的空位不敷使用,請另頁填寫。If there is insufficient space in the form, please give details on a separate sheet.
- 6) 請在適當空格 (☐) 加上“✓”號。Please tick (✓) in the appropriate box (☐).
- 7) 表格內所填報的資料必須真確無訛。所有個人身份、表格上所載列的資格及資歷的證明文件須在面試時出示,以供核實。未能提供證明文件的資格及/或資歷屆時或將不獲評審委員會納入評分考慮。Information provided in this form must be true and correct. Documentary proof for nominee’s personal identity, qualifications and experiences listed in this form must be presented during the interview for verification. **The Selection Committee may, for assessment purpose, refuse to consider qualifications and/or experiences without documentary proof.**
- 8) 獲提名人有責任向青年發展委員會秘書處提供準確及最新的資料。表格內的資料如有變更,獲提名人須盡早透過電郵通知青年發展委員會秘書處,電郵地址見上文(1)項。It is the nominees’ responsibility to ensure that correct and up-to-date information is provided to the YDC Secretariat. Nominees should at the earliest instance notify the YDC Secretariat by email at the email address stated in paragraph (1) above should there be any subsequent changes to the information given in this form.
- 9) 本表格內的資料將用於「YDC 青年大使計劃 2025」的申請,所有收集得到的個人資料只會用於上述目的、直接有關的目的,以及事先獲得獲提名人同意的目的。青年發展委員會秘書處或會在處理申請時把收集得的個人資料轉移給青年發展委員會秘書處會聯絡的各方。Information given in this form will be used for processing nominations for the YDC YA Programme 2025. All personal data collected will be used only for the aforesaid purpose, a directly related purpose, or other purposes where the nominees’ consent has been sought. In so doing, the personal data collected may be transferred to parties who will be contacted by the YDC Secretariat during the application process.

10) 如需查閱下表提交的個人資料，請透過電郵向青年發展委員會秘書處提出，電郵地址見上文(1)項。 Requests for access to the personal data given below should be directed to the YDC Secretariat by email at the email address stated in paragraph (1) above.

11) 私隱政策聲明 Privacy Policy Statement

民政及青年事務局致力確保按照《個人資料(私隱)條例》的規定來處理所有個人資料。在這方面，本局承諾： The HYAB is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance. To this end, this Bureau undertakes to:

- 以合法和公平的方法收集足夠但不超乎適度的個人資料，而該等資料必須只為與本局的職能或活動有關的合法目的而收集； collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the functions or activities of this Bureau;
- 在顧及個人資料所作用途的同時，採取一切合理可行的步驟，確保所收集或保存的資料準確無誤； take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- 刪除不再需要作原有用途的個人資料； erase personal data which are no longer necessary for the purposes for which they are to be used;
- 除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則本局只會把所收集的個人資料用於收集該等資料的目的或與其直接有關的目的； use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- 採取一切合理可行的步驟，以保障個人資料不會為未獲准許的人士查閱、處理、刪除或作其他用途，也不會意外地為人查閱、處理、刪除或作其他用途； take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;
- 採取一切合理可行的步驟，以確保任何人能獲告知本局所持有的個人資料種類，以及該等資料會作甚麼用途；以及 take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the Bureau holds and the purposes for which the data are to be used; and
- 准許任何人查閱和改正以他們為資料當事人的個人資料，並以法律准許或規定的方式處理該等查閱／改正個人資料的要求。 permit persons to access and correct personal data of which they are the data subjects and process any such access/correction requests in a manner permitted or required by law.

此中文私隱政策為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。如果你對本局的私隱政策及實務方面有任何查詢，請透過電子郵件向本局提出(電郵地址:hyab@hyab.gov.hk)。 This Privacy Policy has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail. If you have any queries about our Privacy Policy and Practices, please email us at hyab@hyab.gov.hk.

YDC 青年大使計劃 2025
提名表格
YDC Youth Ambassadors Programme 2025
Nomination Form

第一部份 由獲提名人填寫**Part I To be completed by the nominee****(A) 個人資料 Personal Particulars**

中文姓名

Name in Chinese:

(如香港身份證所示 as shown on Hong Kong Identity Card)

英文姓名

Name in English:

(姓氏 Surname)

(名字 Given Names)

(如香港身份證所示 as shown on Hong Kong Identity Card)

別名(如適用)

Other Name (if applicable):

出生日期[#]

Date of birth #:

(日 DD/月 MM/年 YY)

性別

Gender:

☐

男 M

☐

女 F

香港身份證號碼

HKID no.:

是否香港永久性居民?

Are you a Hong Kong Permanent Resident?

☐

是 Yes

☐

否 No

國籍

Nationality:

住址 Residential address:

(請勿填寫學生宿舍地址

Student hostel is not acceptable)

流動電話號碼

Mobile phone number:

電郵地址

Email Address:

職業

Occupation:

學生/年級

Student/Level:

課程

Programme:

就讀學校/專上院校

School/Post-secondary institution:

在職青年/職銜

Working youth/Post title:

公司/機構

Company/Organisation:

[#] 獲提名人的年齡需介乎 18 至 30 歲(以 2025 年 1 月 1 日當日計算), 即在 1994 年 1 月 2 日至 2007 年 1 月 1 日期間出生 The nominee should be between the ages of 18 and 30 as at 1 January 2025, i.e. born between 2 January 1994 and 1 January 2007

(B) 教育／工作經驗 Education/Working Experience

教育程度 ☐ 中學 Secondary ☐ 大專 Post-secondary ☐ 大學 University
 Education attainment: ☐ 大學學位以上 Post-graduate or above

曾經／現正就讀的學校或專上院校（只需填報最近期／最高學歷的記錄）

School or post-secondary institution attended/attending (please provide the **most recent/highest education** record only)

學校／專上院校 School/Post-secondary Institution	就讀的課程 Programme Attended/Attending	由 From	至 To
		(月 MM/年 YY)	

最近三年的全部就業詳情（按任職的日期順序列出）

Full employment records of the **most recent three years** (in chronological order)

公司／機構 Company/Organisation	全職 Full-Time	兼職 Part-time	職 位 Position Held	工作性質 Nature of Work	由 From	至 To
					(月 MM/年 YY)	
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

(C) 社區／志願服務經驗 Community/Voluntary Service Experience

你曾否參與任何社區／志願服務、青年發展活動，或任何學生會／學會／會社服務？

Have you ever taken part in any community/voluntary service, youth development activities or service of student union/society/club? ☐ 有 Yes ☐ 沒有 No

若有，請於下表提供三個最具代表性的社區／志願服務、青年發展活動，以及學生會／學會／會社服務的資料*

If Yes, please provide the information of the **three most significant activities** (e.g. community/voluntary service, youth development activities, and service of student union/society/club) **participated/participating** by filling in the following table*

機構／活動 Organisation/Activity	服務／活動詳情 Service/Activity Details	在服務中的貢獻 Significant Contributions	由 From	至 To
			(月 MM/年 YY)	

* 上述活動的有關證明文件必須在面試時提供，以作核實。未能提供證明的服務及／或活動或將不會獲評審委員會納入評分考慮。 The relevant supporting documents of the abovementioned activities must be presented during the interview for verification. The Selection Committee may, for assessment purpose, refuse to consider services and/or activities without documentary proof.

(D) 其他資料 *Other Information*

你是否殘疾人士?

Are you a candidate with disability?

☐ 是 Yes ☐ 否 No

如為殘疾人士，請註明殘疾性質及程度

If Yes, please indicate nature and degree of disability _____

請註明在參加評選時，是否需要特別的安排

Please specify whether you need special arrangement when participating in the selection session ☐ 是 Yes ☐ 否 No

如需特別安排，請列明有關要求

If Yes, please specify the arrangement required for participating in the selection session _____

(E) 計劃建議 *Project Proposal*

《行政長官 2024 年施政報告》中指出政府重視構建和諧穩定、關愛共融的社區，讓弱勢社群和有需要的家庭得到適切協助，並提出加強支援長者、照顧者、殘疾人士、在職家長及少數族裔等不同社群。

請以「安老／銀髮支援」、「朋輩精神健康」、「少數族裔」或「低收入家庭兒童及婦女」**其中一項為議題／對象**，在以下空格以不多於中文 400 字或英文 600 字或以短片形式（以 mp4 格式錄製並不多於 1 分鐘）提出你對如何推行構建關愛共融社會的活動／計劃構思和建議（例如：活動／計劃所涵蓋的主題、活動的類型、推行模式等）。若你選擇以短片形式提出構思和建議，請上載有關短片至雲端儲存平台，並在下方空格貼上有關連結。

The Chief Executive's 2024 Policy Address stated that the Government attaches great importance to building a harmonious and stable community, one that is caring and inclusive, providing targeted assistance to the underprivileged and families in need, and proposed to strengthen supports for the elderly, carers, persons with disabilities, working parents, and ethnic minorities, etc.

Please propose ideas and suggestions under **one of the following topics/target groups**: “Elderly Care and Support”, “Mental Health of Young Peers”, “Ethnic Minorities” or “Children and Women from Low-income Families”, with a view to implementing an activity/programme to build a caring and inclusive society in Hong Kong (e.g. themes to be covered by the activities/schemes, types of activities, model of implementation, etc.) in the following field within 400 words in Chinese or 600 words in English or video recording (within 1 minute in mp4 format). If you choose to propose ideas and suggestions through video format, please upload your video to cloud storage platform and paste the relevant URL below.

參考資料 Reference:

《行政長官 2024 年施政報告》和《行政長官 2024 年施政報告附篇》 The Chief Executive's 2024 Policy Address and The Chief Executive's 2024 Policy Address Supplement

連結：<https://www.policyaddress.gov.hk/2024/tc/policy.html>

URL: <https://www.policyaddress.gov.hk/2024/en/policy.html>

中文姓名 Name in Chinese : _____

英文姓名 Name in English : _____

(F) 聲 明 Declaration

- 1) 我同意獲提名參加由民政及青年事務局和青年發展委員會（下稱「主辦方」）合辦的「YDC青年大使計劃2025」（下稱「計劃」），同時我明白在我遵從於下文及／或其他信函中訂定的條款和細則的前提下，主辦方對我參加計劃的資格擁有最終決定權。 I agree to be nominated to participate in the "YDC Youth Ambassadors Programme 2025" (hereinafter referred to as the "Programme") jointly organised by HYAB and YDC (hereinafter referred to as the "Organisers") while I understand that the Organisers have the final decision on my eligibility to participate in the Programme, subject to my compliance to the terms and conditions as set out below and/or in other correspondence.
- 2) 我聲明過去從未參加「國際青年交流計劃」、「慶祝特區成立20周年青年大使計劃」及／或過往的「YDC青年大使計劃」，而上述所填報的資料均屬真確無訛。我明白，如所報資料不實或刻意漏報所需資料，我會喪失參加計劃的資格（即使我成功獲選，也會喪失參加資格），並也要承擔就此引起的有關費用。 I declare that I have NOT joined the IYEP, the 20A YA Programme, the past YA Programme before and the information provided above is true and correct. I understand that if I give false information or intentionally omit any information in the form, my right for participating in the Programme will be forfeited (even if I am selected to join the Programme), and I will be responsible to settle any costs so incurred.
- 3) 我確認目前的健康狀況適合參加計劃和相關活動，並同意在需要時根據主辦方的要求就我的健康狀況作出聲明。 I confirm that my current health status is suitable for participating in the Programme and related activities, and agree to conduct detailed health declarations as required by the Organisers when needed.
- 4) 我承諾一旦獲選，定當積極參與計劃並： If selected, I will actively participate in the Programme and undertake to:
 - (i) 出席計劃下**所有**必須參與的活動（例如迎新活動、簡報會、訓練、綵排活動等）； attend **ALL** compulsory activities under the Programme (e.g. orientation activities, briefings, training, meetings, rehearsals, etc.);
 - (ii) 積極支援特區政府各部門的大型會議及活動； provide active support to assist in various conferences, events and activities conducted by government bureaux and/or departments；
 - (iii) 接待境外青年及其他代表（如適用）； receive youth and other delegates from areas outside Hong Kong, if applicable;
 - (iv) 在地區服務義工或導師的帶領下，參與社區服務活動； engage in the community projects under the guidance of the volunteers/instructors/advisors of district services;
 - (v) 與其他青年大使合力準備有關計劃所要求的簡報及表演（例如文化表演、錄像或專題研習）； prepare presentations and performances (e.g. cultural performances, video production or thematic projects) in relation to the Programme with other YAs;
 - (vi) 就境外活動而言，出席**所有**出發前的訓練及／或簡報會，而外訪後亦須達成**所有**訂明的要求（如適用）； in respect of non-local activities, attend **ALL** pre-trip training(s) and/or briefings, and delivering **ALL** post-trip requirements, if applicable;
 - (vii) 就境外活動而言，在活動結束後一個月內，編製一份活動報告（如適用）； in respect of non-local activities, compile a report on the activity within one month after completion, if applicable;
 - (viii) 在青年發展委員會及相關行動專責小組會議上進行匯報； report at meetings of YDC or relevant Action Groups under the YDC as appropriate;
 - (ix) 應主辦方的邀請或要求，出席相關活動； attend the functions organised by the Organisers as and when invited or requested;
 - (x) 同意主辦方在媒體中使用我的聲音、圖像及／或對話作宣傳及推廣用途（如有需要）；以及 accept that my voice, image and/or conversation be used by the Organisers for publicity and promotion purpose in media, if necessary;
 - (xi) 就境外活動而言，為境外行程（如適用）自行購買旅遊保險，保障範圍包括疾病、意外住院保障，以及環球緊急支援服務，並在出發前至少一星期，將有關的保險單副本呈交給主辦方備考。 in respect of non-local activities, purchase my own travel insurance covering the outbound visit(s), if applicable, and produce a copy of such insurance policy to the Organisers

for their retention at least one week prior to the departure of the trip. The travel insurance should include illness and accident hospitalization insurance cover and worldwide emergency assistance service; and

- (xii) 接收由民政及青年事務局及青年發展委員會發出有關青年發展項目的資訊，以及成為民政及青年事務局轄下「連青人網絡」之會員。 receive information about various youth development programmes from HYAB and YDC, and become a member of the Youth Link established under HYAB.
- 5) 就境外活動而言，我明白如果我的入境簽證及／或登陸內地／海外城市／國家的申請被拒絕，我將承擔相關責任。倘若我被拒絕入境，我將保證承擔所產生的所有額外且無法收回的費用。 I understand that, in respect of non-local activities, I shall be liable if my application for entry visa and/or landing to the Mainland/overseas cities/countries is refused. I undertake to bear all the additional and unrecoverable costs incurred if my entry is denied.
- 6) 未經主辦方的許可，不得向外界披露主辦方、青年大使、以及其他與計劃相關的外部各方之間的所有聯繫（不論任何形式）。 All communications, in whatever formats, among the Organisers, the YAs, and other parties concerned during the Programme should not be disclosed to external parties without the Organisers' permission.
- 7) 我了解公眾對青年大使寄予厚望。我將以誠實的態度行事，並且不會以任何可能有損計劃聲名或使計劃受到爭議的方式行事。作為一個守法的公民，我不得參加任何非法活動。 I understand that the public has high expectations on YAs. I shall act with integrity and will not behave in any way that will bring the Programme into disrepute or controversy. As a law-abiding citizen, I must not take part in any unlawful activities.
- 8) 我明白如果我未能履行任何上述的職責，我或會被免除青年大使的身份。 I understand that should I fail to discharge my responsibilities as mentioned above, I may no longer be required as a YA.

獲提名人簽署

Signature of nominee : _____

獲提名人姓名

Name of nominee : _____

香港身份證號碼

HKID number : _____

日期

Date : _____

如有機會，我希望 If opportunities arise, I wish to

- ☐ 獲考慮參加其他由民政及青年事務局及／或青年發展委員會主辦的活動。 be considered for other activities organised by HYAB and/or YDC.
- ☐ 把我的個人資料加入中央資料庫，讓有關政策局和部門在考慮轄下諮詢及法定組織的成員人選時，我有機會被納入考慮之列。 include my personal data in the centralised database, so that I may be considered when relevant Bureaux/Departments appointing members to the advisory and statutory bodies under their purview.

第二部份 由提名單位／院校／機構填寫

Part II To be completed by the nominating unit/institution/organisation

本單位／院校／機構現提名 _____ (獲提名人姓名) 參與「YDC 青年大使計劃 2025」。 Our unit/institution/organisation nominates _____ (Name of nominee) to participate in the YDC Youth Ambassadors Programme 2025.

負責人簽署[^]#

Signature of person-in-charge : _____

負責人姓名[#]

Name of person-in-charge : _____

職 位

Post : _____

提名單位／院校／機構

Nominating unit/institution/organisation : _____

聯絡電話

Contact number : _____

電郵地址

Email address : _____

日 期

Date : _____

單位／院校／機構蓋印
Chop of unit/institution/
organisation

[^] 接受電子簽名。 E-signature is acceptable.

[#] 如為院校或大學提名，請校長（或同級）或其授權代表簽署本表格。如為非政府機構提名，請總幹事（或同級）或其授權代表簽署本表格。

For nomination(s) submitted by a post-secondary institution or university, this form should be signed by the President (or equivalent) or his/her designee. For nomination(s) submitted by a non-governmental organisation, this form should be signed by the Chief Executive Director (or equivalent) or his/her designee.

參考編號

Reference no.: _____

(此欄由主辦機構填寫 For official use only)