

Table 1

Bureaux, Government Departments and Statutory Organizations	(i) Criteria for Information Dissemination	(ii) Scope of Information Dissemination	(iii) Time Limits for Retaining Documents on the web and the reasons	(iv) Format(s)
Central Policy Unit Civil Engineering and Development Department Leisure and Cultural Services Department Buildings Department Transport Department Highways Department Environmental Protection Department Home Affairs Department Transport and Housing Bureau Development Bureau Labour and Welfare Bureau Environment Bureau Home Affairs Bureau Advisory Council on the Environment Country and Marine Parks Board	Overall speaking, apart from mainly referring to the criteria of the Code on Access to Information (the Code) and Guidelines on Dissemination of Information through Government Websites, the bureaux, government departments and statutory organizations concerned decide on disseminating information taking into account the information and services required by members of the public.	Overall speaking, the bureaux, government departments and statutory organizations concerned disseminate information that facilitates public understanding of their work and services, such as organization charts, the services provided, performance pledges, as well as information on their advisory and statutory bodies. Information is not to be disclosed mainly because of the reasons listed in the Code, such as involving commercial interest, third party information and privacy of the individual.	The bureaux, government departments and statutory organizations concerned do not set a time limit on keeping the uploaded information on their websites. Given the diverse nature of the information, major considerations of the bureaux and departments are whether it is still necessary to retain the information in their websites and that there should be sufficient time for members of the public to comprehend such information.	Overall speaking, the formats of information disseminated by the bureaux, government departments and statutory organizations concerned include: (a) soft copies on the websites; (b) making both hard and soft copies available; or (c) Either soft or hard copies are provided depending on the nature of the information and user requirements.

		Individual technical departments will disseminate information related to their professional fields or regulation.		
Electrical and Mechanical Services Department (EMSD)		The EMSD will disseminate information on safety of electricity, gas, lifts, amusement rides and railways as well as knowledge about energy efficiency.		
Planning Department	The Planning Department and the Town Planning Board (TPB) decide on disseminating information in accordance with departmental technical circulars and codes, Town Planning Ordinance, TPB's planning guidelines and working procedures.	<p>The Planning Department disseminates planning legislation, statutory plans and procedures, including:</p> <p>Category (a): planning legislation, statutory plans and procedures</p> <p>Category (b): planning study reports and/or executive summaries for public notice/notification</p>	<p>Category (a): in accordance with the statutory requirements of the Town Planning Ordinance</p> <p>Category (b): there is no time limit for retaining the documents on the website, which shall be removed</p>	<p>Category (a): soft copies</p> <p>Category (b): soft copies or hard copies (as required)</p>

		<p>Category (c): to gauge public views on the consultation documents; receive enquiries and collect opinions</p> <p>Category (d): provide latest information on planning services/activities</p>	<p>as and when necessary, such as when the documents become obsolete or invalid or when there is a need to tie in with website restructuring. Members of the public may inspect such documents at the Planning Enquiry Counters of the Planning Department.</p> <p>Category (c): In accordance with the content and timetable defined by related studies or investigations</p> <p>Category (d): as and when required</p>	<p>Category (c) : soft copies or hard copies (as required)</p> <p>Category (d): soft copies or hard copies (as required)</p>
Town Planning Board (TPB)		<p>The following information is disseminated by the TPB:</p> <p>Category (a): New, amendment and approved statutory plans</p> <p>Category (b)(i): Representations, comments and further representations to</p>	<p>Category (a): From the effective date of the concerned plan until being replaced by another plan/version of the plan</p> <p>Category (b): Gist of representations will be uploaded to the website of TPB at the beginning of the</p>	Soft copies or hard copies (as required)

		<p>statutory plans</p> <p>Category (b)(ii): Relevant TPB papers</p> <p>Category c(i): Information and further information and public comments on applications for planning permission and review under sections 12A, 16 and 17 of the Town Planning Ordinance</p> <p>Category c(ii): Relevant TPB papers</p> <p>Category (d) : Schedule of meetings, agendas, gists of decisions, minutes of meeting and TPB general papers</p>	<p>public inspection period, while comments and further representations will be uploaded after expiry of the respective public inspection periods of representations and proposed amendments, until a decision is made by the Chief Executive in Council. The concerned information will then be incorporated to the Statutory Planning Portal on the website of TPB</p> <p>Category (c): Gist of applications for planning permission or review will be uploaded at the beginning of the public inspection period until a decision is made by TPB or its planning committees. The concerned information will then be incorporated to the Statutory Planning Portal on the website of TPB</p> <p>Category (d) : In the 4th quarter of the year, the schedule of meetings for the next year will be released (no time-limit for retaining the information on the</p>	
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