

Mediate First Pledge Event 2017

Mediate First Pledge Logo & Star Logo Competition for Secondary School Students

Guidelines and Rules

Background

Mediate First Pledge

In 2009, the Department of Justice (“DoJ”) launched a campaign called “Mediate First” Pledge to promote the use of mediation to resolve disputes in Hong Kong (“Campaign”). Through the Campaign, companies and organizations are encouraged to enter into a pledge called the “Mediate First” Pledge (the “Pledge”). The Pledge is a statement of commitment to mediation which is a flexible and constructive approach in resolving disputes. It allows parties to a dispute, with the assistance of an impartial mediator, to resolve conflicts in amicable and constructive ways that produce mutually acceptable settlement while controlling risks, costs and time.

2. By making the Pledge, one acknowledges one's readiness to explore the use of mediation as a means of dispute resolution before resorting to other dispute resolution processes including court litigation. It is a confirmation and manifestation by the pledgees (“Pledgees”) of their commitment to use mediation.

3. So far, about 360 companies and organizations have made the Pledge. Schools, federation of education workers and academic institutions are among those organizations.

4. The DoJ has also been organizing biannual events as highlights of the Campaign. This year, the Mediation First Pledge Event 2017 (“MFP 2017”) will be held in mid-June. MFP 2017 will include a half-day Seminar on Mediation and a Mediate First Pledge Reception.

5. As a supporting event to MFP 2017, the DoJ has organized a Mediate First Pledge Logo & Star Logo Competition for Secondary School Students (the “Competition”).

Mediate First Pledge Logo and Star Logo

6. To establish a notable symbol of Pledgee’s commitment to the Pledge, DoJ will launch at MFP 2017 Reception the adoption of a Logo and a Star Logo for the Campaign.

Logo

7. The Logo will be distributed to all Pledgees for display at their shops, outlets or workplace (as may be appropriate). The DoJ may also permit Pledgees to adopt the Logo (without any modifications) in their letterheads or other publicity materials. Apart from offering a clear identification of the Pledgees’ status as subscribers to the Pledge, the Logo represents a declaration by the Pledgees to the public of its commitment to prefer mediation to other means to resolve conflicts and their recognition of the benefits of mediation in resolving disputes.

Star Logo

8. To encourage Pledgees to implement the Pledge and actively deploy mediation in situations of conflicts, and as a concrete recognition of the efforts made by Pledgees in honouring the Pledge, Pledgees will be awarded a Star Logo at the next Mediate First Pledge event if they are able to demonstrate that they have met certain pre-set criteria for such award. The final set of criteria will be announced at the MFP 2017. It is currently envisaged that the criteria may include those set out in the Schedule.

9. Similar to the Logo, as a concrete symbol of their achievements in promoting and adopting mediation in practice, Pledgees who are awarded the Star Logo will be encouraged to display the Star Logo at their shops, outlets or workplace (as may be appropriate). The DoJ may also permit Pledgees to adopt the Star Logo (without modifications) in their letterheads or other publicity materials. However, the DoJ will not have or accept any liability

however arising from any use or misuse of the Logo and/or Star Logo by the Pledgee.

The Competition

10. The Competition is organized by the DoJ to select, for each of the Logo and the Star Logo, a distinctive, unique, original and artistic design that best reflects:

- the objectives of the Pledge;
- the continuing commitment made by Pledgees;
- the respective purposes of the Logo and the Star Logo described above.

Supporting Organizations

11. The Competition is kindly supported by the Education Bureau, the Hong Kong Subsidized Secondary Schools Council, the Grant Schools Council and the Hong Kong Direct Subsidy Scheme Schools Council (collectively, “Councils”).

Eligibility

12. The Competition is open to all students of secondary schools in Hong Kong. Each secondary school student may only submit one entry for the Logo and one entry for the Star Logo.

The Competition Period

13. The Competition will be held from **6 March 2017** to **12 May 2017**.

Entry Requirements

14. An entry must include the following items:

- a full-coloured Logo and a full-coloured Star Logo each printed on a piece of A4-size paper;
- a soft copy of the full-coloured Logo and Star Logo in “AI (Adobe

Illustrator) + jpeg” format with file size not exceeding 20MB;

- a black and white Logo and a black and white Star Logo each printed on a piece of A4-size paper;
- a soft copy of the black and white Logo and Star Logo with file size not exceeding 20MB; and
- the completed Student Entry Form (Annex I) signed together with an explanatory note of the concept of the design of the Logo and Star Logo and the relevance of the design to the Campaign and the Pledge. The note should not be more than 200 words and may be in Chinese or English.

15. Entries of scanned or photographed hand-drawn designs will not be accepted.

16. The Logo and Star Logo may be used online, in print and on publicity material, and to create stickers that can be displayed at the Pledges’ shops, outlets and workplace. Flexibility is an important requirement, including the need to resize easily and to look good in black and white as well as color. The final version of the Logo and Star Logo will need to be suitable for good quality printing.

Submission of Entries and Deadline

17. An entry must be submitted by a student and copied to the Principal of his or her school.

18. All entries should be submitted by email to andytseung@doj.gov.hk, or by post or by hand to the Mediation Team, Department of Justice, 2nd Floor, East Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong. Entries must reach the Mediation Team no later than 5:30 pm on **12 May 2017**. If a black rainstorm warning signal or typhoon number 8 is hoisted by the Observatory on 12 May 2017, the deadline will be postponed to the next working day (i.e. any day from Monday to Friday other than a public holiday). Late submissions will not be considered.

19. If an entry is submitted by post or by hand, the entry (with all items set out in paragraph 14) should be enclosed in an envelope that is marked “Mediate First Pledge Logo & Star Logo Competition for Secondary School Students” and submitted by the deadline mentioned above.

20. To ensure fairness in assessment, no name or mark identifying the student who submits an entry (“Entrant”) or his/her school should be shown on the printed and electronic versions of designs of the Logo or the Star Logo and the accompanying explanatory note. All submitted designs will remain anonymous throughout the assessment process.

21. Entries submitted will not be returned.

Selection Criteria

22. The evaluation criteria for entries of each of the Logo and the Star Logo are as follows:

- originality (25%)
- relevance to Mediate First Pledge (25%)
- aesthetic/artistic presentation (20%)
- creativity (15%)
- practicability and flexibility in use (15%)

23. Entries for the Logo and for the Star Logo will be separately assessed. In other words, a winner of the Logo design may not necessarily be the winner of the Star Logo design and vice versa.

Assessment

24. Assessment will be conducted in two stages.

25. In Stage 1, 30 finalists will be selected for each of the Logo and the Star Logo by a Preliminary Assessment Panel consisting of representatives of the DoJ and the Education Bureau for further assessment in Stage 2.

26. In Stage 2, a Final Assessment Panel will select from the designs submitted by the finalists the winners of the Competition. The members of the Final Assessment Panel are:

- the Secretary for Justice or a representative of the DoJ;
- one representative of the Judiciary;
- one representative of the Steering Committee on Mediation/Public Education and Publicity Sub-committee of the Steering Committee on Mediation; and
- one representative of each of the Councils.

27. The Final Assessment Panel has the final decision on the results of the Competition.

Winners and Prizes

28. There shall be a champion, a first runner-up, a second runner-up and ten merits awards for each of the Logo and the Star Logo. The prizes for each of the Logo and Star Logo designs are as follows:

- the champion - a trophy and a book coupon worth HK\$1,000;
- the first runner-up - a trophy and a book coupon worth HK\$800;
- the second runner-up - a trophy and a book coupon worth HK\$600;
- each merits award - a certificate and a book coupon worth HK\$300.

Announcement and Presentation of Prizes

29. The result of the Competition shall be announced on 31 May 2017 at the web-sites of the DoJ and/or by other means. Winners will also be separately notified of the result via their respective schools.

30. An award presentation ceremony will take place at the Mediate First Pledge Reception to be held in mid-June. Winners and their respective schools will be notified of the exact date of the Reception in due course.

Intellectual Property Rights

31. Entries for the Logo and the Star Logo submitted by the respective champions may be adopted by the DoJ as the ultimate Logo and Star Logo for display and use by Pledgees, the DoJ and/or the HKSAR Government. An entry must therefore be an original design which has not been issued or published, or awarded in other competitions before. The entry must not infringe the intellectual property rights of any third party. All winning entries may be subject to investigations regarding originality. If a winning entry does not comply with any requirement in this paragraph and paragraph 33, the DoJ may forfeit the prizes involved without any liability to the selected Entrant or any other persons, and other entries may be selected as the winning designs.

32. All intellectual property rights (including the copyright) of all winning entries will be regarded to have been vested in the HKSAR Government at the time of creation. To the extent that any such intellectual property rights is not capable of being so vested in the HKSAR Government, by submitting an entry, an Entrant of a winning entry will also be regarded to have assigned to the HKSAR Government the intellectual property rights. The HKSAR Government reserves the right whether to adopt a winning entry as the Logo or Star Logo and the right to modify any winning entry as appropriate.

33. The HKSAR Government, the DoJ and the Steering Committee on Mediation shall each have the right to use, publish, exhibit and publicize an Entrant's entry in any media, in any manner and for any purpose they deem fit.

Personal Data

34. Personal data provided in the Student Entry Form will be used only for the following purposes:

- registration of entries and verification of the eligibility of the Entrants;
- correspondence with the Entrants;
- announcement of the results of the Competition and award of the prizes relating to the Competition;

- other purposes related to the Competition.

35. Entrants have the right to request access to and the correction of personal data as stated in the Student Entry Form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance of Hong Kong (Cap. 486). Requests could be addressed to the Mediation Team, Department of Justice, 2nd Floor, Justice Place, Lower Albert Road, Hong Kong.

Acceptance and Interpretation of these Guidelines and Rules

36. By submitting an entry, an Entrant is regarded to have agreed to be bound by these Guidelines and Rules and the decisions of the Preliminary Assessment Panel and the Final Assessment Panel. Further, the DoJ has the final say in the proper interpretation of these Guidelines and Rules.

Enquiries

37. For enquiries, please contact Mr Andy Tseung, Mediation Team of the Department of Justice at 3918 4430 or via email (andytseung@doj.gov.hk). More information can be obtained from Department of Justice's website (<http://www.doj.gov.hk/eng/public/mediation.html>) and "mediate first" website at the following web-link (<http://www.doj.gov.hk/mediatefirst/eng/index.html>).

The Department of Justice
April 2017

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The Schedule

Some Tentative Criteria for Award of Mediate First Pledge Star Logo

- (a) Whether a Pledgee has prepared and distributed promotional materials on mediation to employees, subsidiaries, commercial partners, etc. Alternatively, whether a Pledgee has otherwise taken steps to promote the use of mediation to settle disputes other than those set out below and the details of the steps taken;
- (b) Whether a Pledgee has included mediation clause in contracts made by the Pledgee;
- (c) Whether a Pledgee has adopted guidelines for its staff for handling customer complaints/workplace conflict by using mediation skills;
- (d) Whether a Pledgee has obtained satisfactory response from any customer or business counterparts on the Pledgee's handling of customer complaints or disputes as evidenced by survey or other written feedbacks;
- (e) Whether a Pledgee has organized any training on mediation, e.g. seminar/workshop for its staff or has nominated its staff to attend mediation-related training courses or seminars;
- (f) Whether any employee of a Pledgee has attended mediation training course (e.g. Stage 1 Training Course on Mediation) and if so, the number of employees who have done so;
- (g) Whether any employees of a Pledgee are accredited mediators;
- (h) Whether a Pledgee has attempted to resolve any dispute with any person through mediation and if so, the number of mediation cases that the Pledgee has undergone.

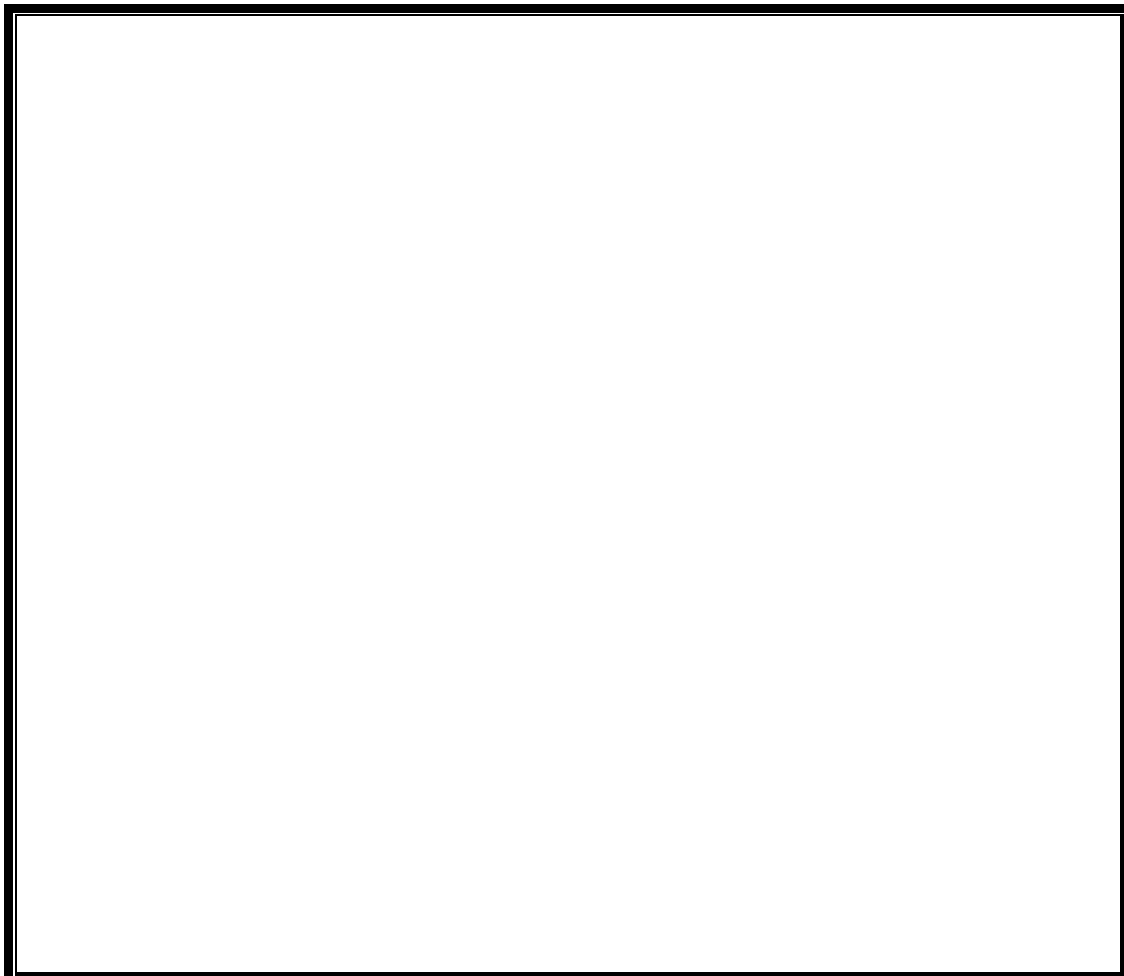
Student Entry Form

Mediate First Pledge

Logo & Star Logo Competition for Secondary School Students
("Competition")

*[Note: An Entrant must complete this Student Entry Form and submit it together with the entry to the Department of Justice on or before **12 May 2017.**]*

Explanatory note of the concept of the design of the Logo/Star Logo and its relevance to the Mediation First Pledge campaign and the "Mediate First" Pledge (maximum 200 words in Chinese or English).



The undersigned:

- (a) confirms that his/her entry is an original design which has not been issued or published, or awarded in other competitions before and that the design does not infringe the intellectual property rights of any third party; and
- (b) confirms that he/she has read and agrees to accept the Guidelines and Rules of the Competition as issued by the Department of Justice in March 2017.

Signature of Student : _____

Student's Name (in full) : _____

Student's Mailing Address : _____

Student's Tel No. : _____

Student's E-mail Address : _____

Name of the School : _____

School's E-mail Address : _____

Signature of Parent/Legal Guardian of the Student

: _____

Full name of Parent/Legal Guardian of the Student

: _____

Parent's/Legal Guardian's Tel No. : _____

Parent's/Legal Guardian's E-mail Address : _____

Date : _____

c.c. Principal of the School (with copies of items listed at paragraph 14 of the Guidelines and Rules of the Competition)