

**Standing Order for
Expert Group on Cloud Computing Services and Standards (“EGCCSS”)
and its Working Groups**

Purpose

To brief Members on the Standing Order to facilitate the efficient operation of the Expert Group on Cloud Computing Services and Standards and its Working Groups.

Chairman / Convenors

- i) The Government Chief Information Officer (“GCIO”) chairs the EGCCSS. If the Chairman is absent from any meeting, the Deputy GCIO should preside on behalf of the Chairman.
- ii) The GCIO will appoint Convenors and, if necessary, Deputy Convenor of the Working Groups to be formed to facilitate the work of the Expert Group. If the Convenor is absent from any working group meeting, the Deputy Convenor, should preside on behalf of the Chairman. In case both Convenor and Deputy Convenor are absent from any working group meeting, Members present at the meeting should elect one of them to preside on behalf of the Convenor.

The Secretariat

- i) The Secretariat should prepare the agenda and associated meeting papers for the EGCCSS and its Working Groups in consultation with the Chairman and Convenors of Working Groups.
- ii) The Secretariat should prepare the minutes of meeting of the EGCCSS and Working Groups and perform record keeping for the groups.

Declaration of Interest

- i) Members (including Chairman and Convenors) are required to follow the one-tier reporting system for declaration of interest. Under this system, when a Member perceives a potential conflict of interest in a matter placed before the EGCCSS or its Working Groups, he/she should make a full disclosure of his/her interest. In this connection, it is the responsibility of the Member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Chairman in case of doubt.
- ii) Members are required to adhere to the Guidelines on declaration of interests for the one-tier reporting system as given at **Annex A**.

Meetings

- i) The schedule, venue and frequency of meeting should be decided by the Chairman / Convenors. (Initially, the EGCCSS will normally meet biannually while the Working Groups will normally meet at quarterly intervals.) Special meetings may be convened as and when required.
- ii) If necessary and with consent of the Chairman / Convenors, Members may invite persons who are not Members of the EGCCSS or Working Groups to attend meetings as “Observers” and to share with knowledge / opinions but not taking part in any decision of the groups.
- iii) Members may submit papers for the deliberation of the EGCCSS. The papers should be forwarded to the Secretariat desirably five working days before meeting for distribution to Members.
- iv) In the period between meetings, the business of the EGCCSS and Working Groups can be transacted via circulation of papers amongst Members.

Working Groups

- i) The EGCCSS may set up its Working Groups with term of appointment not exceeding the term of the EGCCSS.

- ii) The terms of reference of Working Groups should be decided by the EGCCSS.
- iii) Members of the EGCCSS can also serve as Members of the Working Groups on a voluntary basis.
- iv) Nominations for Co-opted Members can be made by the EGCCSS Members. The appointment of Co-opted Members will be made by the Chairman of the EGCCSS after discussion with Convenor of the related Working Group.

Others

- i) All papers of the EGCCSS and Working Groups are classified as “restricted”. Members should not disclose the contents of papers and discussions to any external parties without the consent of the Chairman, unless they have been published on OGCIO website. As a general rule, meeting papers, slides and minutes would be published on OGCIO web site after they were discussed / confirmed in the EGCCSS or its Working Group meetings respectively. Members or presenters contributing papers or slides may request their papers or slides not to be disclosed due to confidentiality or other reasons.
- ii) The Chairman and the Convenors can appoint spokesperson for the EGCCSS and the Working Groups respectively where necessary.

Members’ Action Required

Members are requested to note and follow this Standing Order in their work for the EGCCSS and its Working Groups.

The Secretariat

Expert Group on Cloud Computing Services and Standards

May 2014

**Declaration of Interests by
Members of EGCCSS and its Working Groups**

Guidelines for a One-tier Reporting System

General Principles

When a Member (including the Chairman and Convenors) of the EGCCSS or its Working Group has a potential conflict of interest in a matter placed before the group, he should make full disclosure of his interest. The basic principle to be observed is that Members' advice should be disinterested and impartial and it is the responsibility of each Member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Chairman in case of doubt.

It is impossible to define or describe all the situations that would call for such a declaration, because each individual case differs, and because of the difficulty of catering for unusual and unforeseen circumstances. On the other hand, it is not intended that a Member should make a declaration of interest simply because the EGCCSS or its Working Group is considering a matter in which he has knowledge or experience.

Potential Conflict of Interest Situations

The following are potential conflict of interest situations :

- (1) Pecuniary interests in a matter under consideration by the EGCCSS or its Working Group, held either by the Member or by any close relative of his. Members are themselves the best judge of who, in the particular circumstances, is a "close relative".
- (2) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by the EGCCSS or its Working Group.
- (3) Some friendships which might be so close as to warrant declaration in order to avoid situations where an objective observer might believe a Member's advice to have been influenced by the closeness of the

association.

- (4) A Member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the EGCCSS or its Working Group.
- (5) Any interest likely to lead an objective observer to believe that the Member's advice might have been motivated by personal interest rather than a duty to give impartial advice.

Declaration of Interests at Meetings

The following are guidelines governing declaration of interests at meetings :

- (1) If a Member (including the Chairman and Convenors) has any direct personal or pecuniary interest in any matter under consideration by the EGCCSS or its Working Group, he must, as soon as practicable after he has become aware of it, disclose to the Chairman (or the EGCCSS or its Working Group) prior to the discussion of the item.
- (2) The Chairman (or EGCCSS or its Working Group) shall decide whether the Member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- (3) If the Chairman / Convenor declares an interest in a matter under consideration, the chairmanship may be temporarily taken over in accordance with the "Chairman/Convenors" section of the Standing Order for the EGCCSS and its Working Groups.
- (4) When a known direct pecuniary interest exists, the secretary may withhold circulation of relevant papers to the Member concerned. Where a Member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the secretary and return the paper.
- (5) All cases of declaration of interests shall be recorded in the minutes of the meeting.