



Expert Group on Cloud Computing Services and Standards (EGCCSS)

**Standing Order for EGCCSS
and its Working Groups**
(EGCCSS-6-2 Standing Order v1.0.doc)

Chairman/Convenors

- The Government Chief Information Officer (GCIO) chairs the EGCCSS
- The GCIO will appoint Convenors of the Working Groups to be formed

The Secretariat

- The Secretariat shall prepare the agenda, associated meeting papers and minutes of meeting for the EGCCSS and its Working Groups

Declaration of Interest

- Members are required to follow the one-tier reporting system for declaration of interest
- 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

Conflict of Interest Situations

- 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.
- Directorship, partnership, advisory or client relationship, employment or other significant connection with a subject under consideration by the groups

Conflict of Interest Situations (cont.)

- Friendships that an objective observer might believe a Member's advice to have been influenced by the closeness of the association
- Barrister, solicitor, accountant or other professional adviser, or has frequent dealings with subject connected with a matter under consideration by the groups

Conflict of Interest Situations (cont.)

- 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

If a Member has any direct personal or pecuniary interest in any matter under consideration,

- Member must disclose to the Chairman (or EGCCSS or its Working Group) prior to the discussion of the item
- The Chairman (or EGCCSS or its Working Group) shall decide whether the Member may speak or vote on the matter

Declaration of Interests at Meetings (cont.)

- 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
- Declaration of interests shall be recorded

Meetings

- Initially, EGCCSS will normally meet biannually while the Working Groups will meet at quarterly intervals.
- With consent of the Chairman / Convenors, members may invite persons who are not Members of the EGCCSS/Working Groups to attend meetings as “Observers” and to share with knowledge/opinions

Working Groups


- The EGCCSS may set up its Working Groups with term of appointment not exceeding the term of the EGCCSS.
- The terms of reference of Working Group shall be decided by the EGCCSS.

Others

- 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 OGCIIO website.

Others

- As a general rule, meeting papers, slides and minutes would be published on OGCI0 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.
- The Chairman and Convenors can appoint spokesperson for the EGCCSS and Working Groups where necessary



For details of the standing order,
please refer to the paper
EGCCSS-6-2 Standing Order v1.0

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

- *Thank You* -