**附件八**

|  |  |  |
| --- | --- | --- |
|  | **社區參與廣播服務**  **評估報告** | **表格丙** |

|  |  |
| --- | --- |
| 申請團體／申請人 |  |
| 申請編號 |  |
| 節目名稱 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. 成效評估** | | | | | |
| **社會增益**（包括：社區參與、人才培育、公民意識、多元意見） | | | | | |
| **項目** | **成效指標** | **預期成效** | **實際成效** (請刪去不適用者) | | |
| 1 | 參與節目的社區人士數目 （包括：製作人員及受訪者） | 人數:**\_\_\_\_\_\_** | 人數:**\_\_\_\_\_\_** | 此欄由秘書處填寫 | 達到/未達到 |
| 2 | 首次參與電台廣播人士數目 | 人數:**\_\_\_\_\_\_** | 人數:**\_\_\_\_\_\_** | 達到/未達到 |
| 3 | 首次參與社區參與廣播人士數目  （包括：製作人員及受訪者） | 人數:**\_\_\_\_\_\_** | 人數:**\_\_\_\_\_\_** | 達到/未達到 |
| 4 | 透過節目及相關平台（例如社交平台）對相關議題發表意見的人數 | 人數:**\_\_\_\_\_\_** | 人數:**\_\_\_\_\_\_** | 達到/未達到 |
|  | | | | **社會增益成效：\_\_\_\_\_\_**/**\_\_\_\_\_\_** |
| **製作可行性**（包括：計劃的可行性、申請團體/申請人的組織能力） | | | | | |
| **項目** | **成效指標** | **預期成效** | | **實際成效** (請刪去不適用者) | |
| 5 | 節目符合香港電台之要求，包括但不限於由通訊事務管理局發出的《電台業務守則 — 節目標準》，以及《香港電台約章》、香港電台《節目製作人員守則》和《香港電台編輯政策及流程》 | 達到 | | 此欄由秘書處填寫 | 達到/未達到 |
| 6 | 節目內容與《協議》所列的大綱相符 | 達到 | | 達到/未達到 |
| 7 | 負責計劃的主要成員與《協議》所列相符 | 達到 | | 達到/未達到 |
| 8 | 在指定時限內簽署《協議》 | 達到 | | 達到/未達到 |
| 9 | 在指定時限內提交節目 | 達到 | | 達到/部份達到/未達到 |
| 10 | 在指定時限內提交《評估報告》 | 達到 | | 達到/未達到 |
| 11 | 在指定時限內提交節目內容的中/英文翻譯 | 達到/不適用 | | 達到/部份達到/未達到/不適用 |
| 12 | 在指定時限內提交音樂或資料版權文件 | 達到/不適用 | | 達到/未達到/不適用 |
| 13 | 在指定時限內提交《有限保證鑑證財務報告》 | 達到/不適用 | | 達到/未達到/不適用 |
| 14 | 實際支出在資助額以內 | 達到/不適用 | | 達到/未達到/不適用 |
|  | | | | **製作可行性成效：\_\_\_\_\_**/**\_\_\_\_\_\_** |
| **節目整體成效：\_\_\_\_\_\_\_\_\_\_\_**% |

**2. 製作團隊對節目的整體滿意程度**（請在選擇的分數空格加上 “”號；1為最低分，10為滿分）

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1分** | **2分** | **3分** | **4分** | **5分** | **6分** | **7分** | **8分** | **9分** | **10分** |
|  |  |  |  |  |  |  |  |  |  |

**3. 製作團隊對節目整體表現的意見**（例如：得著、難忘經驗、收集所得的意見等等）

|  |
| --- |
|  |

**由團體申請負責人／申請人確認**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | 申請團體蓋章（如適用） |
| 簽署： |  | | |  |  |  |
| 姓名： |  | | |  |  |
| 日期： |  | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (此欄由秘書處填寫及確認) | | | |
| 備註： | | | |
| 促導員 | | 廣播處長 (社區參與廣播服務總監代行) | |
| 簽署： |  | 簽署： |  |
| 姓名： |  | 姓名： |  |
| 日期： |  | 日期： |  |

(01/2023)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | **Annex 8** |
|  | | **Community Involvement Broadcasting Service**  **Evaluation Report** | | | | | **Form C** |
| Applicant | |  | | | | | |
| Application No. | |  | | | | | |
| Programme Title | |  | | | | | |
|  | | | | | | | |
| **1. Evaluation of Effectiveness** | | | | | | | |
| **Social Gain** (including: community involvement, talent nurturing, civic mindedness, plurality & diversity) | | | | | | | |
| **Item** | **Outcome Indicator** | | **Target** | **Outcome** A = Achieved; PA = Partially Achieved; NA = Not Achieved | | | |
| 1 | Number of persons participating in the programme  (including production crew and guest) | | No.:**\_\_\_\_\_** | No.:**\_\_\_\_\_** | For office use only (Please delete as appropriate) | A / NA | |
| 2 | Number of persons participating in broadcasting for the first time | | No.:**\_\_\_\_\_** | No.:**\_\_\_\_\_** | A / NA | |
| 3 | Number of persons participating in CIBS for the first time (including crew members and guests) | | No.:**\_\_\_\_\_** | No.:**\_\_\_\_\_** | A / NA | |
| 4 | Number of persons who expressed opinion upon related topic through the programme or social media platform(s) | | No.:**\_\_\_\_\_** | No.:**\_\_\_\_\_** | A / NA | |
|  | | | | | **Social Gain Effectiveness: \_\_\_\_/\_\_\_\_\_** | |
| **Feasibility of Programme Productions** (including: project feasibility, organising ability of applicant) | | | | | | | |
| **Item** | **Outcome Indicator** | | **Target** | | **Outcome** | | |
| 5 | The programme comply with RTHK’s requirements that include but not limited to the Radio Code of Practice on Programme Standards issued by the Communication Authorities, and the Charter of RTHK, Producers’ Guidelines and Editorial Policies and Processes of RTHK | | Achieved | | For office use only (Please delete as appropriate) | A / NA | |
| 6 | Programme content tally with the programme synopsis stated in the Agreement | | Achieved | | A / NA | |
| 7 | The main production crew members tally with the list stated in the Agreement | | Achieved | | A / NA | |
| 8 | Sign the Agreement on time | | Achieved | | A / NA | |
| 9 | Submit the programmes on time | | Achieved | | A / PA / NA | |
| 10 | Submit the Evaluation Report on time | | Achieved | | A / NA | |
| 11 | Submit the Chinese/ English Programme Transcript on time | | Achieved / Not Applicable | | A / PA / NA / Not Applicable | |
| 12 | Submit the Copyright of Music & Song Register on time | | Achieved / Not Applicable | | A / NA / Not Applicable | |
| 13 | Submit the Limited Assurance Engagement Report on time | | Achieved / Not Applicable | | A / NA / Not Applicable | |
| 14 | Actual expenditure is within the approved funding amount | | Achieved / Not Applicable | | A / NA / Not Applicable | |
|  | | | | | **Feasibility Effectiveness: \_\_\_\_\_**/**\_\_\_\_\_\_** | |
| **Overall Programme Effectiveness: \_\_\_\_\_\_\_\_**% | |

**2. Production Crew’s Overall Satisfaction towards the Programme**

(Please indicate the score by putting a “√” in the appropriate box; 1 is the lowest while 10 is the highest.)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |

**3. Production Crew’s Comments on Overall Performance**(e.g. What have you learned? Any experience worth sharing, any feedback received, etc.)

|  |
| --- |
|  |

**Confirmed by Organisation Representative for the Application / Applicant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | | Organisation Chop (if applicable) | |
| Signature | : |  |  | |  | |  | |
| Name | : |  |  | |  | |
| Date | : |  |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (For office use only) | | | | | |
| Remark: | | | | | |
| Confirmed by Facilitator | | | Confirmed by Head of CIBS (for Director of Broadcasting) | | |
| Signature | : |  | Signature | : |  |
| Name | : |  | Name | : |  |
| Date | : |  | Date | : |  |