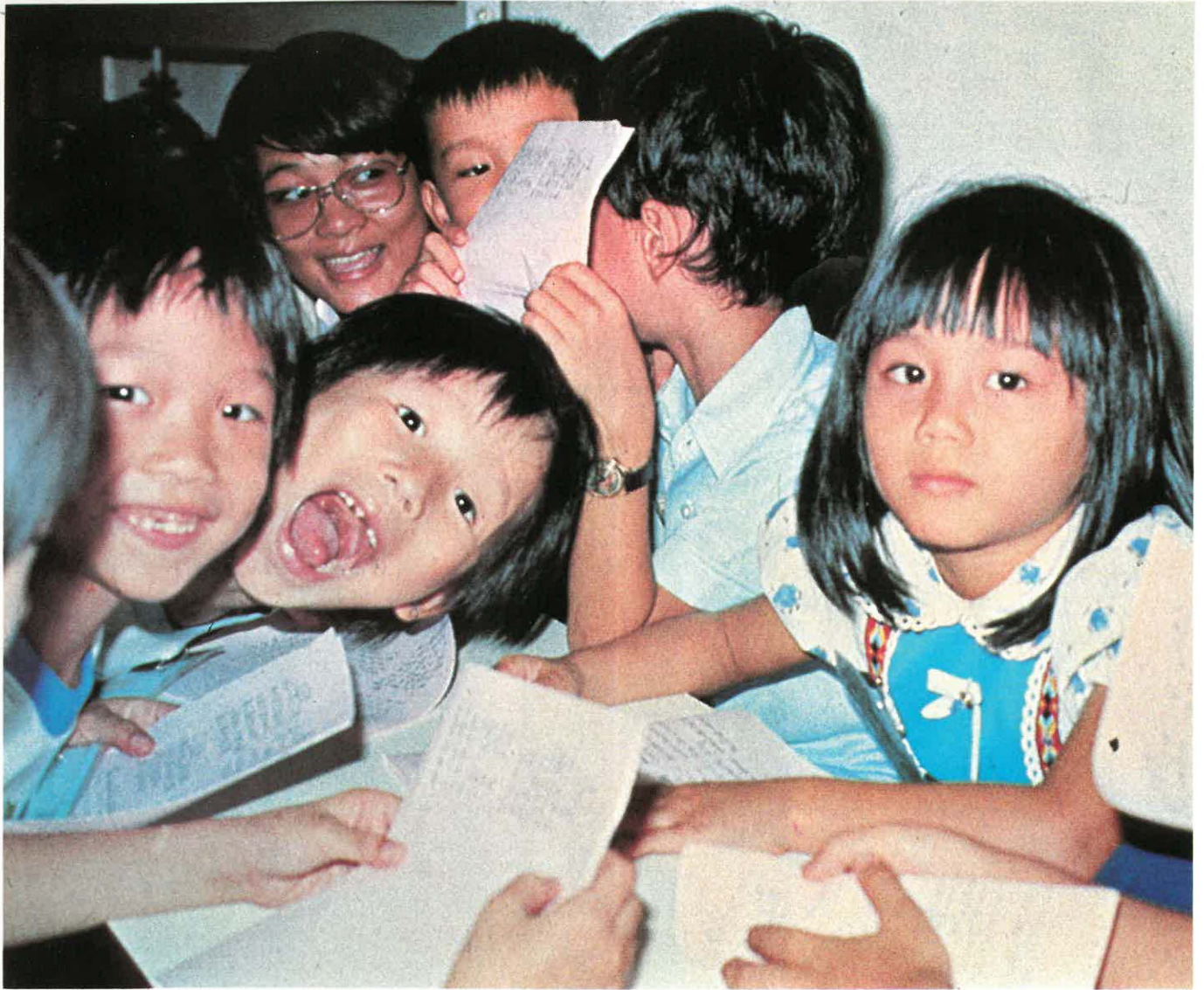


# The Bulletin

Magazine of The Hong Kong General Chamber of Commerce

香港總商會工商月刊



## Whither Hong Kong's Youth?

香港青年何去何從？

September, 1978

一九七八年九月號



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## Contents

Director's Viewpoint. . . . .	3
Whither Hong Kong's Youth? . . . . .	5
Herb Minich talks to the Bulletin . . . . .	10
Hong Kong Aligned Documents 1978 Recommendations. . . . .	13
International Codes of Practice – and other ICC publications A Brief Guide. . . . .	19
The Chamber Worldwide. . . . .	21
The In-Tray. . . . .	22

## 目錄

執行董事麥理覺專欄 . . . . .	25
香港青年何去何從? . . . . .	26
訪問駐美代表米尼克先生 . . . . .	28
香港統一簡化貿易文件 (一九七八年修訂草案) . . . . .	29
本會與世界市場 . . . . .	31
簡報滙編 . . . . .	32

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## Director's Viewpoint

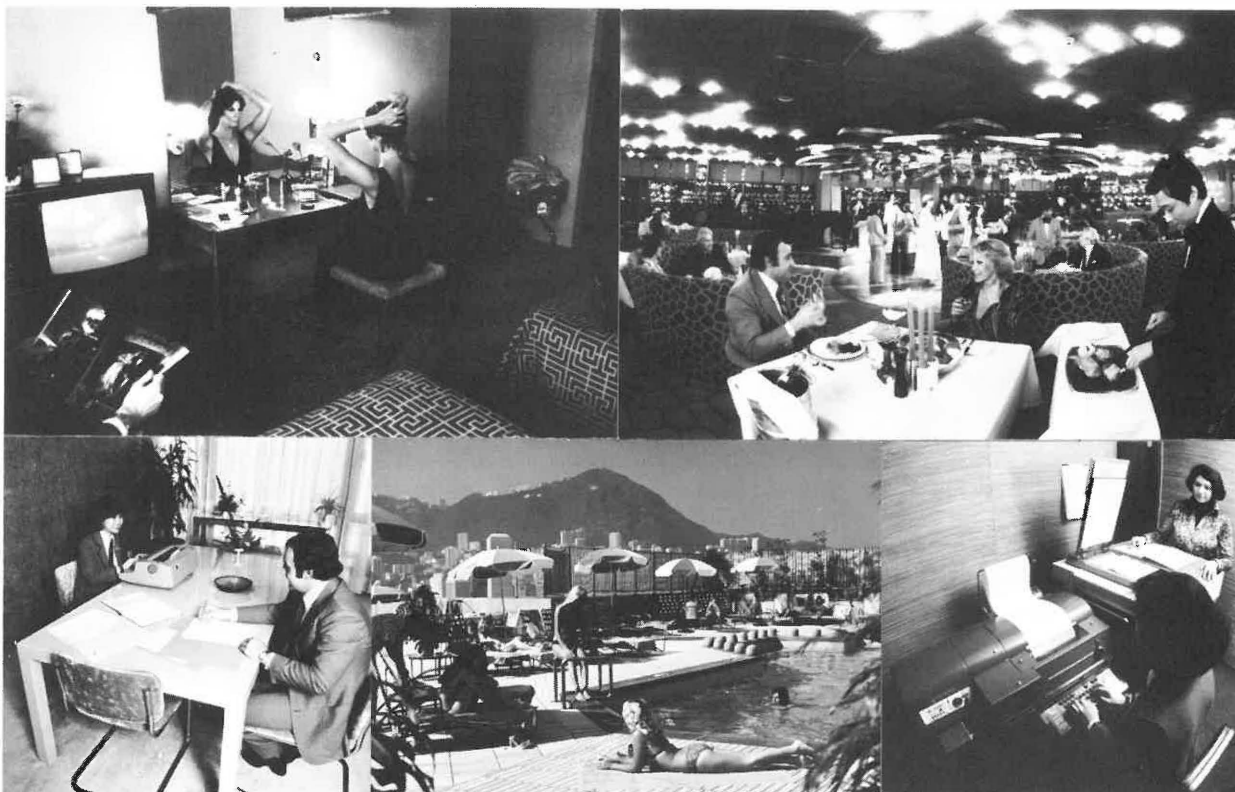
# Children Tend to Grow Up — and They Tend to Remember!

WE have devoted the main article of *The Bulletin* this month to the quite vital and interesting subject of Hong Kong's youth, and the various efforts that are taking place to improve both its development and potential for the future. I hope readers like the article and that some might perhaps be encouraged by it to seek to assist directly in one way or another in the large and expanding recreational and educational programme aimed at meeting the needs, both physical and spiritual, of Hong Kong's young people.

More knowledgeable observers than I have many times pointed out in earlier years the pressing necessity for the provision of suitable recreational and sporting amenities for the hundreds of thousands of bright and energetic children trapped in a vast and growing concrete jungle. For many years, and despite increasing prosperity throughout the Hong Kong economy, it seemed that neither the Government nor the private sector could make much of an impression on the problem. Many children were indeed doomed never to play sports on a full-sized sports field and never to swim in a properly constructed swimming pool with their safety guaranteed. Other priorities had to take precedence and by the time money, time and effort could be turned to the problems and needs of youth, it was virtually impossible in many built up areas of Hong Kong to provide the parks and other amenities required. With areas like Mongkok, Yaumati and Shek Kip Mei where population densities may be among the highest in the world, the planning authorities had an almost impossible task. The continually increasing cost of land and the need to find land for so many other requirements, equally necessary, have also reduced the Government's options.

The work done during the last few years by a host of Government departments, voluntary agencies and individual people (without central coordination) is remarkable, given the extent of the problem and the restricting factors. *The Bulletin* describes some of these developments and achievements and makes the suggestion that it may be time for better planning and coordination from the centre. Be that as it may, I would like to add my ten cents worth by stating my conviction that youth development services and amenities are now expanding quite rapidly, that much coordination does in fact take place and that the future begins to look much healthier and better for Hong Kong's children. In a few years time, it should be possible for Hong Kong to provide recreational and sports amenities for all who desire to use them. But highly efficient transport systems will also be needed to carry the young people to their recreational areas — and more new areas will have to be opened up, made safe and adequately equipped and serviced. The hills of the New Territories and our many beautiful islands must surely have a significant role in these developments. So do we!

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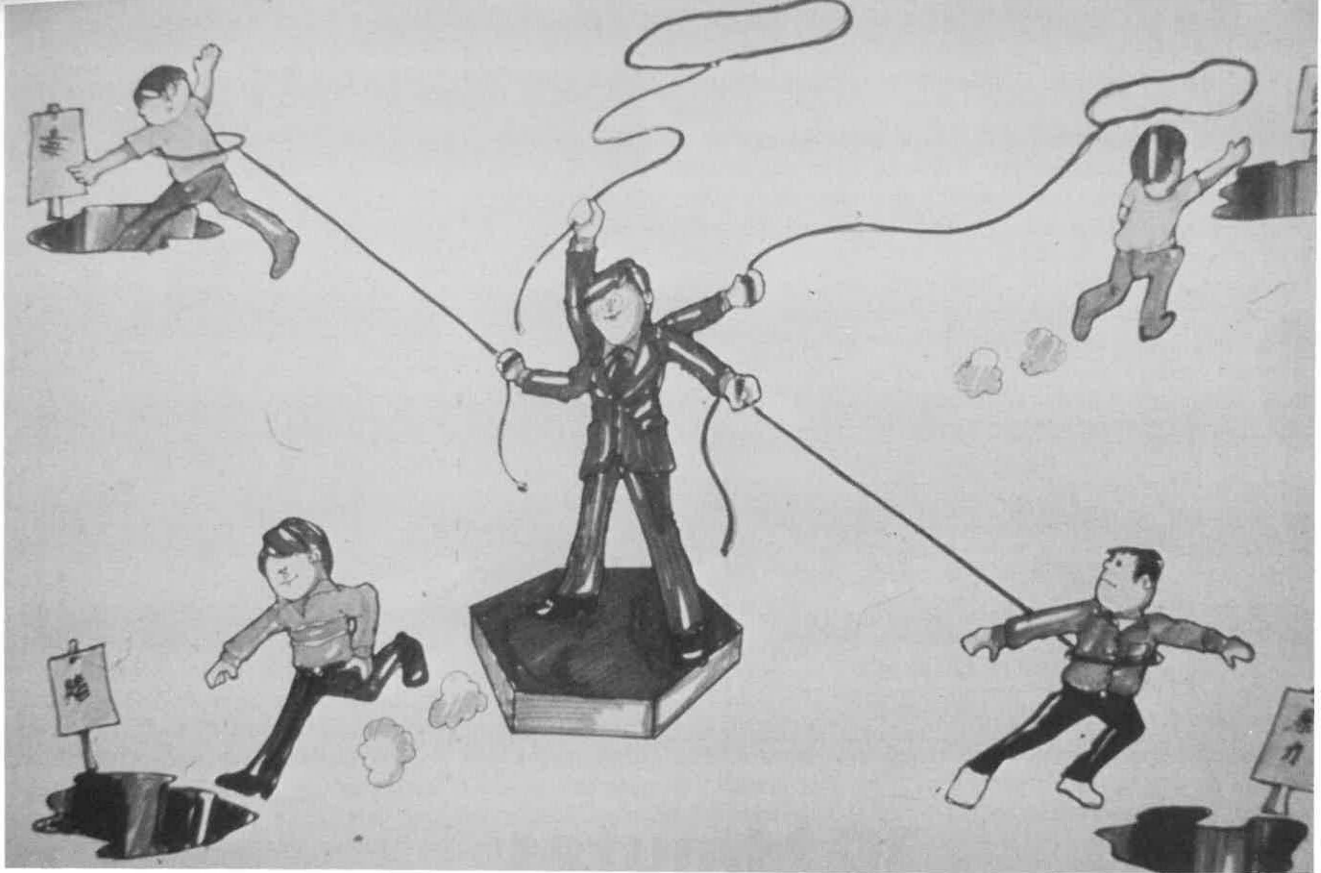
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# Whither Hong Kong's Youth?

*Young people under the age of 25 constitute more than half of Hong Kong's population. Their physical and mental well-being will have a direct bearing on Hong Kong's continued social and economic progress.*

THE riots of 1966/67 had at least two positive results. Firstly, they highlighted the importance of establishing effective two-way communications between the Government and the people in a territory where the former is unelected and the latter are unrepresented. They led to the establishment of the City District Offices and other schemes aimed at bridging this gap. Secondly, they focussed attention on the serious inadequacy of existing recreational

facilities and organised activities for young people. They showed that it is essential in a grossly overcrowded city of more than four million people to provide healthy outlets for the energy and enthusiasm of young people.

Much has been done in recent years to make up for past neglect, both in terms of expanding physical amenities for young people, in the form of parks, playgrounds, football pitches and so on, and also in the provision of organised, socially constructive activities for youth.

The Urban Council and the Government currently administer some 1,260 acres of parks, recreation grounds and amenity areas throughout Hong Kong. During the past five years alone 135 new football pitches and sports areas have been opened. There are now 10 outdoor stadia and sports complexes, four indoor games halls and eight swimming pools available for public use. At least 14 more swimming pools, 13 outdoor stadia and two indoor games halls are either under construction or planned for the next four years.

Of course, none of these facilities is designed exclusively for young people, but it is a fair bet that the great majority of the people who use them are under 25.

The past few years have also seen a quite remarkable growth of interest among young people in joining youth clubs and organised activities such as the Scouts, Girl Guides, CAS Cadets, the Duke of Edinburgh Award Scheme, the Community Youth Club movement, Junior Police Call and others, all of which are designed to foster civic consciousness and community spirit as well as physical fitness.

It has been estimated that about one-third of all young people between the ages of six and 20 are now regularly taking part in some form of organised youth or recreation activity. While this figure may not appear remarkable in itself, it represents a considerable improvement on the situation a decade ago.

There are several possible reasons for this welcome trend.



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## Membership of Youth Organisations in HK

Organisation	No. of members
Scout Association	} Total uniformed organisations — 51,310
Girl Guides	
Red Cross	
Sea Cadet Corps	
Council of Boys' Brigade	
St. John's Cadet	
Duke of Edinburgh's Award	21,250
Youth Hostel Association	4,000
Junior Police Call	230,000
Community Youth Clubs	16,382

The demand for additional recreational and leisure facilities has been a natural concomitant of rising living standards and legislation which ensures workers of at least four rest days a month and seven days paid annual leave, in addition to the statutory public holidays. And of course, the lessons of the 1966/67 riots provided an added impetus to the expansion of these facilities. Growing westernisation (which however has negative as well as positive implications) and the declining influence of traditional Chinese thinking about bringing up children have also been important factors. Finally, the success of the various youth schemes is a tribute to the enthusiasm and dedication of the voluntary organisations and government departments involved.

A number of government departments, including Education, Home Affairs, Social Welfare, Agriculture and Fisheries, New Territories and Urban Services, together with the Urban Council and more than 20 voluntary agencies are involved in administering various services and activities for young people.

The Education Department is responsible for administering the Recreation and Sports Service. Since this service was established in 1974 it has catered for increasing numbers of young people every year, from 57,000 in 1974/75 to more than 260,000 in the current year. The establishment of the service grew out of the recognition that recreational activities were fragmented and badly coordinated. Activities provided include weekend camps and sports training courses, launch picnics, sports days for public housing estates, dances and recreational programmes for the handicapped. Special emphasis is placed on large-scale group activities, such as fitness programmes for white-collar workers and sports days for factory workers.

The Summer Youth Programme, jointly organised by the Government and the voluntary sector, annually attracts more than two million participants and involves a massive mobilisation of available resources. The task of planning and coordinating over 8,000 different activities is undertaken by a central coordinating committee. The programme is funded by the Government (through the voluntary agencies) with a substantial contribution from the Royal Hong Kong Jockey Club. The Summer Youth Programme has been primarily aimed at school-children, but as more young workers take their annual leave the programme will be expanded to cater for their leisure needs.

The Country Parks programme featured in *The Bulletin* last month provides a further outlet for the energies of young people in such outdoor activities as camping, hiking and picnicking. By 1981 there will be 19 country parks under the management of the Agriculture and Fisheries

Department covering virtually all of Hong Kong's countryside.

The Community Youth Club movement is a recent addition to the range of youth organisations, having been officially inaugurated in February this year. The movement originally stemmed from the success of the Clean Your City and Clean Your Countryside groups set up during the Keep Hong Kong Clean campaign in 1974. When the Government saw how successful the groups were it decided to expand their activities to form a multi-interest youth club movement for upper-primary and lower-secondary students. There are now more than 1,400 clubs with 16,000 members and they are serviced by a small permanent unit at the Education Department.

The Junior Police Call movement administered by the police has been a glowing success since its inauguration four years ago: it must be no mere coincidence that the level of juvenile crime has steadily fallen during this period. Junior Police Call now has over 230,000 members and crimes are often solved as a result of the assistance given by JPC members.

The Social Welfare Department operates 15 Community and Youth Offices at district level throughout the urban areas and the New Territories. These organise and coordinate community and youth activities within the district. At neighbourhood level — that is within housing estates and residential blocks — there are more than 200 Children's Centres and Youth Centres, which serve as focal points for a wide variety of indoor and outdoor activities. Some include Craft Centres where young people can acquire skills such as tailoring, woodwork, metalwork and electrical work. Others have reading rooms attached.

The Social Welfare Department also administers an Opportunities For Youth Scheme which provides financial and technical assistance to young people to design and implement useful community projects. To date 334 projects have been supported with grants ranging from \$190 to \$2,000. They have included such things as the repairing of trenches in Holy Cross Path, Shauiwan, the organisation of recreational and education activities for children in the Cheung Sha Wan Licensed Area and helping villagers in remote Sai Kung villages with house repairs, weeding and so on.

With such a variety of different schemes and activities for young people involving so many different government departments and voluntary organisations it comes as something of a surprise to learn that there is no single department, committee or working group responsible for coordinating existing services, that no overall youth policy exists and that no comprehensive study on the needs of young people has ever been carried out in Hong Kong. The nearest the Government has come to issuing an overall policy



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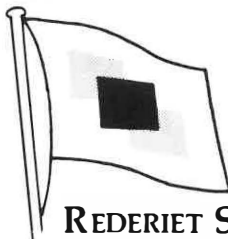
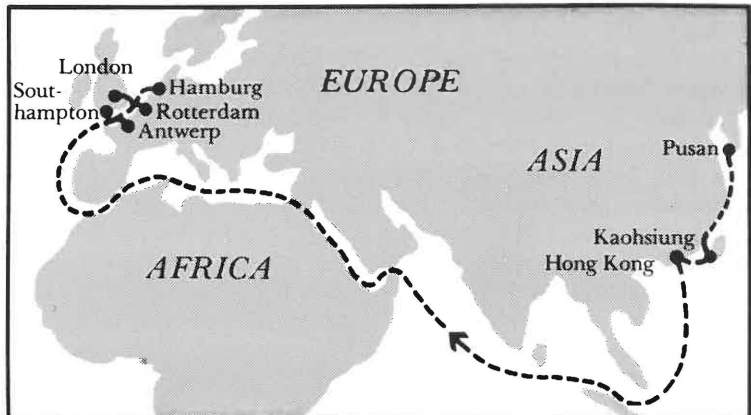
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statement on youth was the Green Paper on Personal Social Work Among Young People published last November. This was primarily concerned with the remedial and preventive aspects of youth work – in the Green Paper's words, 'to reduce or prevent anti-social or delinquent behaviour in young people' – and did not purport to be an overall policy document.

The Acting Secretary for Social Services, Mr. J.W. Chambers, told *The Bulletin* that the Green Paper had been prepared as a result of the fight crime campaign and the recommendations of the Sub-Committee on the Social Causes of Crime. Those who criticised the 'negative' approach of the paper had probably misjudged its intentions. In fact, he said, the paper had clearly noted that a variety of services was being provided to assist young people to develop into responsible members of society. But despite these services, there would always be a small minority of young people who experienced problems of one kind or another in their personal development. The aim of personal social work was to provide guidance to these people and hopefully reduce the chance of their becoming delinquent.

Research has shown that there is a definite correlation between social and environmental factors, such as poor housing and lack of recreational facilities, and the incidence of crime among young people. A study commissioned by the Sub-Committee on the Social Causes of Crime, entitled 'Social Causes of Violent Crime Among Young Offenders', threw important light on this question. In particular the report revealed that young offenders generally had weaker family ties than other young people. Most of the offenders interviewed in the course of the project had come from unhappy or broken families at the lower end of the socio-economic scale. But this phenomenon should probably be seen as a symptom rather than the major cause of juvenile crime, since environmental factors are often at the root of unhappy family relations.

As a social worker explained to *The Bulletin*: 'You can't cure a TB patient without looking at the environment in which he lives. You can treat him in hospital or a clinic and you might be able to cure the illness temporarily, but the root of the problem is his environment. As long as he remains in the same environment the disease is likely to recur. It is exactly the same with juvenile delinquency. You can't really cure the patient unless you cure his environment.'

In the long run, therefore, the solution to the problem of juvenile delinquency – and, by extension, crime in general – lies in the continuation of efforts to improve living conditions and basic social services, such as housing, education, medical and health services and recreational and cultural facilities. The new towns development programme, which promises to provide a healthier, pleasanter environment for children to grow up in, should do far more to reduce crime than measures such as those described in the Green Paper, which can only have a short-term preventive or remedial value.

But the question of youth services and activities should not be approached from the purely negative angle of how to prevent juvenile delinquency and reduce the crime rate, but rather from the positive viewpoint of working towards an overall goal for the development of young people.

*The Bulletin* asked Mr. Chambers how existing services provided by the Government and the voluntary organisations are coordinated in order to avoid duplication of effort and to achieve maximum results and whether consideration



had ever been given to formulating an overall, comprehensive youth policy for Hong Kong:

'With regard to recreational facilities, there is a body called the Council for Recreation and Sport, chaired by the Secretary for Home Affairs, whose job is to coordinate recreational and leisure facilities inside and outside Government and to ensure that funds are used in the most productive way.

'The Summer Youth Programme is coordinated through a Central Coordinating Committee with both Government and voluntary sector representatives, while the activities of the various voluntary sector organisations are coordinated through the Hong Kong Council of Social Service.'

Mr. Chambers revealed that the question of an overall youth policy and the establishment of a separate department for youth had been considered by the Government several years ago. However, it was decided that, since virtually every Government department and service to some extent affects young people, it would be very difficult to single out the purely youth aspects.

Nevertheless, the idea of a comprehensive youth policy for Hong Kong has strong proponents within the voluntary sector.

Since 1970 the regional United Nations body, ESCAP (Economic and Social Commission for Asia and the Pacific), has been trying to persuade countries in the region to develop a long-term youth policy. A study on long-term national policies on youth carried out by ESCAP in 1974 (it was then known as ECAFE) criticised Hong Kong for its lack of social planning: 'In Hong Kong, social services have grown up through problem identification rather than through social planning or within the framework of a coordinated, comprehensive social policy.'

Hong Kong would appear to have all the ingredients necessary for the formulation of an overall youth policy. Existing services and facilities for young people are already fairly comprehensive and in no way inferior to those in neighbouring countries. All that is required, say social workers, is a certain amount of reorganisation and the establishment of a central coordinating body or working group. It would not entail heavy additional expenditure on the part of Government; it might even result in a saving, since under the existing ad-hoc situation different organisations are competing in providing similar services.

Perhaps, as a first step, a comprehensive study should be carried out to assess the needs of our young people, to examine how far these needs are being met by existing services and facilities, to lay down long-term objectives and formulate a common goal towards which all the organisations and departments involved can work. ■

# Herb Minich talks

THE Chamber's representative in the United States for industrial investment promotion, Herb Minich, paid a brief visit to Hong Kong recently. This followed the industrial investment promotion mission in June led by Mr. Minich which visited 41 companies in the north-eastern states of New York, New Jersey, Pennsylvania, Connecticut, Massachusetts, Ohio and Michigan. Mr. Minich talked to *The Bulletin* about the recent mission and future prospects for increased US manufacturing investment in Hong Kong.

*The Bulletin: Mr. Minich, the Chamber, working together with the Trade Industry and Customs Department, has organised four industrial investment promotion missions to the United States over the past three years. How would you assess our progress so far in persuading American companies to invest here?*

Well, the first point I would like to stress is that we are engaged in a long-term process. You just can't walk into a senior executive's office and entice him to invest in Hong Kong. You have to adopt a step-by-step approach. If the company doesn't know anything about Asia or about Hong Kong you have to first of all help them find an agent to sell their product, or to seek a source for raw materials or components or finished products. The next step is to establish a regional office, or to get representation here. When they have made those preliminary steps they may be ready to consider investing in Hong Kong.

To date we have contacted over 200 American companies. This year alone we have contacted 50 new companies. You cannot expect an immediate result. It's a long, slow process of providing each company with specialised information, assistance and guidance. I like to think of investment promotion as a five year programme. Once you have identified a company which may be interested in investing in Hong Kong it may be four or five years before it ultimately

results in an investment decision.

If a company appears to represent a really good prospect of some manufacturing involvement in Hong Kong within the next five years, which may take the form of 100 per cent equity or a joint venture or some type of licensing arrangement, we give it an 'A' rating. Roughly 30 per cent of the companies we visited during our June mission were given an A rating; roughly 30 per cent had a 'B' rating (i.e. a fair likelihood of manufacturing involvement in Hong Kong within the next few years); another 30 per cent had a 'C' rating (some likelihood of manufacturing involvement, but probably not within five years), and the remaining 10 per cent were given a 'D' rating, which means they offer absolutely no potential and are more likely to be interested in tourism than in investment!



The second point I would make is that there has been a very significant change in the American business climate during the past year with respect to the growing awareness of opportunities abroad and the need to export. As you know, America is not an export-oriented nation. Eighty per cent of American exports are still handled by about 150-160 of the top five hundred companies. We have some 350,000 manufacturers in the States and only six or seven per cent of them are exporters.

There is a real need to get the medium and small-sized companies

interested in exporting in order to reduce the enormous trade deficit. I think this is also of great importance to Hong Kong in its long-term development, because you cannot get any company interested in investing in Hong Kong unless they first of all become part of the Asian business scene.

The American business community has been shaken to its roots by the tremendous instability of the dollar over the past year. But it is this instability which for the first time is opening up trade opportunities that many companies did not realise existed. Of course, it's much easier for me to recognise these opportunities as I have lived abroad for 20 years. It's less easy for the small company back in Pennsylvania who has never exported or been abroad.

*What sort of companies are you aiming at and what sort of approach do you adopt in trying to induce them to invest in Hong Kong?*

Most of the companies we approach are of medium or small size, say from US\$10 million in sales, up to a billion or more. The majority are probably in the \$50-100 million range. The really large company, like Dow Chemical for example, doesn't need our help. They are well aware of the opportunities available in Asia. It is the medium-sized or smaller company that requires our assistance.

As I said, I've lived in Asia for 10 years and in Europe for 10 years, so in a sense I'm having to get re-educated in the United States. I'm continually surprised by two things. One is the depth of industry in the US. It's not concentrated in one area, it's everywhere. The second thing is that technology in the US does not rest with the large companies, but with the small and medium-sized companies. They constitute the real strength of American industry. But although they are often responsible for new technology, new ideas and new products, they are nowhere near as sophisticated in international business as the bigger

# to The Bulletin

company, nor do they have the financial resources or the managerial talent to get involved in an overseas activity.

Obviously, certain types of technology — for example, in steel, in petrochemicals, in heavy engineering — rest with the big companies. But we're not interested in those companies anyway. The type of technology really applicable to Hong Kong's future is in those small companies.

The tactic we adopt is what I call the 'soft-sell' approach. We try to give the companies whatever information they need. We encourage them to think in certain ways. But we don't pressure them.

Now this is in very marked contrast to what our neighbours do. South Korea, Taiwan and Singapore have a tendency to give the hard-sell. But I've had many companies tell me that they really appreciate the soft-sell approach adopted by Hong Kong. We can use this approach because Hong Kong has so much in its favour; it can almost sell itself.

I am a strong proponent of permanent overseas representation for industrial promotion activities. All Hong Kong's major competitors have offices in the US for this purpose. I find that a great deal of work can be done through personal contact and over the telephone which would not otherwise be possible.

The recent promotion consisted of myself and Sidney Fung from the Chamber's Industry Division, together with Paulus Chan from the Trade Industry and Customs Department of the Hong Kong Government. I think this sort of cooperative effort involving the government and the private sector is extremely effective. It shows the close cooperation which exists in Hong Kong and this makes a good impression on the American industrialist.

*You said that Hong Kong has a lot in its favour. What are our main disadvantages so far as the US industrialist is concerned?*

Hong Kong does have a couple of disadvantages and these are of prime concern to companies interested in investing here. They are the cost of land and labour costs. These two things arise in our discussions more frequently than anything else. Obviously, because of the cost of land we tend to promote those industries which are not land-intensive. As for labour costs, we try to counter that argument by saying that our productivity is high. But it is still a cause of concern.

But when American companies get down to the pros and cons of various Asian countries they find that our advantages in most cases far outweigh the disadvantages of land and labour costs.

One of the very significant developments in Hong Kong during the past few years in my estimation is the establishment of the Industrial Estates Corporation. We use every opportunity to sell this point to American firms when we are talking to a company in a line of business where they might qualify for a site on the industrial estates. In fact a couple of the companies that have now agreed to go into the Taipo estate are companies that we initially approached three years ago.

*Have you found a generally high level of awareness of Hong Kong amongst the companies you have approached?*

I hate to downplay my own country, but you know we are very provincial. When an American industrialist on the east coast thinks foreign, he thinks of Europe first, then South America and then perhaps the Middle East. Asia is the last area he thinks about. You and I know that there is no area in the world that is more dynamic and offers more growth potential than South East Asia. But that's hard to get across to the east coast manufacturer. He thinks, 'we lost the Vietnam war, therefore we must have 'lost' all of Asia.' He knows about Japan of course, and Australia. But when you talk about South East Asia

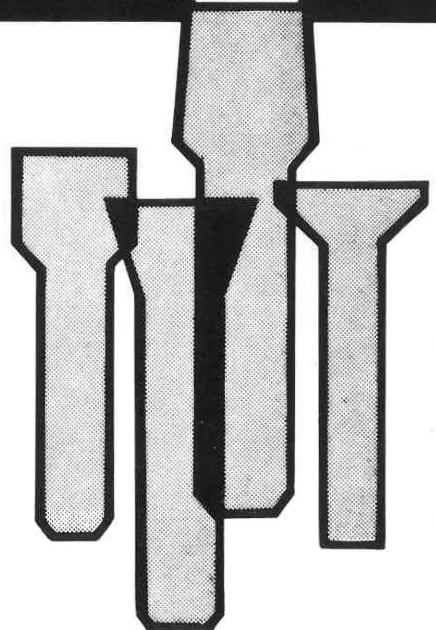
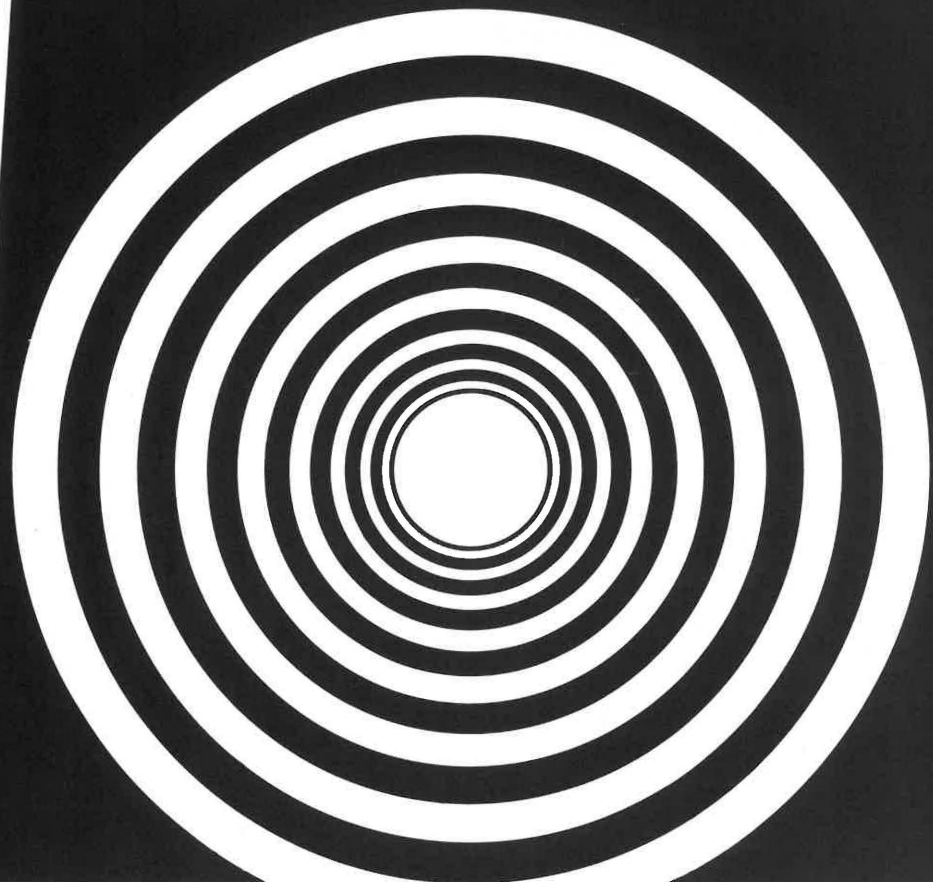
he has no concept of what we are, or of the size of our countries, or the dynamics of our industry.

The biggest surprise of all to many Americans, even industrialists, is that Hong Kong is an industrialised territory. The average American industrialist doesn't think of Hong Kong as an industrial centre. He thinks of us as a tourist centre, as a place to buy cheap suits. So we have that image to overcome. We have to get across to him that we are a big industrialised territory, a big importer of raw materials, a big exporter of our own finished products and also a major financial centre.

Another thing that comes as a shock is the tremendous influence of the United States in Hong Kong; it is the largest single foreign investor and the largest single foreign employer. It represents 46 per cent of total foreign investment and over 40 per cent of Hong Kong's exports. That is a very good selling point — if other American companies are already established here, it must be a pretty good place to invest.

A lot of American companies are very much interested in doing business with China and they realise that we are a potential source of information about China. For our part, we are keen to help them get agency relationships in Hong Kong. This is beneficial not only because it creates additional trade through our port, but, more significantly, it gets that company involved in Asia for the first time, so that the industrialist might at some point consider Hong Kong as an investment location.

So if it takes the prospect of doing business with China to change his mind about Asia and open the door to future investment in Hong Kong then that's fine. But quite frankly, I tell him that if he's really interested in China he should start with South East Asia, because it's very difficult to do business with China unless you have a product which you are sure China needs.



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# Hong Kong Aligned Documents

## 1978 Recommendations



P.C. Leung  
Chairman,  
*Documentation and Data Elements*  
Sub-Committee, Hong Kong Trade Facilitation  
Committee.

*Continuing our series of articles on the work of the Hong Kong Trade Facilitation Committee*

THE first attempt to draw up an aligned set of export documents for use by Hong Kong exporters was made by the Hong Kong Working Party for Simpler Trade Documents as early as 1967. In this connection, two publications entitled *Simpler Export Documents* and *Simpler Export Documents – A Current Appraisal* were issued by the Working Party in August 1969 and January 1972 respectively. In these the Working Party explained and advocated the use of an aligned document series which could be prepared efficiently with inexpensive and simple office equipment.

Following the re-organisation of the Working Party into the present Hong Kong Trade Facilitation Committee (HKTFC) in 1973, the work of keeping the aligned document series up to date was taken over by the HKTFC which, after a review exercise on relevant changes in various aspects of information requirements, issued another publication, *How to Use Simple Export Documents*, in May 1973.

In 1977, the task was passed onto the HKTFC Documentation Sub-Committee (renamed the Documentation and Data Elements Sub-Committee in June 1978), which conducted a widespread survey in January this year among all interested parties in Hong Kong and abroad and subsequently came up with the latest version of the aligned document series, *Hong Kong Aligned Documents 1978 Recommendations*.

### Background

Exporters in many countries have complained about the labour of completing export forms which, because of different design origins, (from exporters themselves, banks, shipping companies, insurance companies, Governments etc.) are often of varying sizes and layouts. As a result, although most of the forms call for the same consignment particulars, exporters have previously had little alternative but to complete each form separately, using carbon paper to obtain the required number of copies. This has meant a repeated process of entering the same information into different documents, a process unnecessarily costly in staff time and open to error. Provided the documents are aligned in size, shape and layout, a machine can take better care of this repetitive copying. The aligned document series and its subsequent versions (the *Hong Kong Aligned Documents*) were expressly brought into being to cater for this need.

### International Developments

As many export documents move with the goods across national frontiers and at destination must be processed and filed, many countries have long realised that individual countries must rationalise export documentation before ultimate international standardisation can be achieved. Amongst these countries, Sweden, which started out in 1955, is the first country to have

developed a national standard layout for trade documents, particularly those used in seaborne trade. Somewhat later, Sweden's Scandinavian neighbours also adopted standardised commercial and official documents.

The matter received international attention when it was brought before the United Nations Economic Commission for Europe (ECE) in 1960, which subsequently set up a special working party to explore ways and means to standardise and simplify export documents. The working party met for the first time in October 1961 and invited member countries to set up their own national committees. Thereafter governments and international organisations represented on the working party worked steadily towards an agreed standard size and design as regards trade documents. They later produced a layout which was considered suitable for all trade documents. This has now been referred to as the *ECE Layout Key*.

### Developments in Hong Kong

Early in 1967 the Hong Kong Exporters' Association suggested that a meeting should be arranged for interested parties to discuss the possibilities of simplifying Hong Kong export documents and from this meeting a Working Party was evolved.

The Working Party examined documents used by exporters, shipping companies and agents, government departments, insurance companies and all other organisations concerned with

Hong Kong's export trade. It then analysed in detail the particulars of all forms concerned with our exports and was able to demonstrate that a layout accommodating the details of the majority of consignments which are shipped from Hong Kong could be devised on international A4 size paper. This layout is known as the *Hong Kong Master Document* and together with a series of other export documents aligned to it, forms an aligned document series (later known as the *Hong Kong Aligned Documents*).

### Aligned Document Series (Hong Kong Aligned Documents)

The term "export document" can be applied legitimately to all documents prepared in connection with exports, from the stage at which an order is received to the time when the goods are loaded on board the ship or aircraft. The principle underlying an aligned series of forms recognises that when, as in the case of an export consignment, circumstances call for the completion of a number of forms with particulars largely common to all,

it is unsound to consider the design of each form in isolation. It is better to consider each form in relation to the others with which it is generally used. In an aligned document series, as many forms as possible should be printed on the same size of paper and common items of information should occupy the same relative position on each form.

If forms are designed in this way it becomes practicable to record on a single master document most of the information required on forms included in the aligned series. Any details recorded on the master which are not required on a particular form in the series can, by special techniques with modern office reproduction machines, be omitted when the form is run off. Information can be amended on or added to the master document at any time. The production of a series of aligned forms from a single master in this way has become known as the *one-run system*.

### One-Run System

Much of the repetitive work in preparing export documents is done at

present by skilled typists, whereas under the *one-run system*, once the master has been typed and checked, the actual production of forms can be carried out by an unskilled junior on a lower rate of pay. In countries already using the *one-run system* this has resulted in significant savings. It has been estimated that in international trade, the cost of documentation amounts to as much as 7.5 per cent of the cost of goods exported. Translated into Hong Kong's 1977 exports, this represents a cost of \$3 billion. Savings through the *one-run system* therefore could mean considerable benefits in financial terms to exporters.

In some offices it is the practice for consignment information to move round from desk to desk to allow a particular form to be completed at each. With the *one-run system* all consignment details can be concentrated at one point for entry on the master and at another for all the necessary forms to be run off. This makes for better control of processing, less paper movement and simplifies the task of finding papers quickly in the event of queries.

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Our other interests include re-trading, manufacturing, general trading, insurance, computers and the Cross-Harbour Tunnel.



Look into what the Wheelock Marden Group is doing today and thinking about for tomorrow.



The standard position of the boxes for addressee particulars has been chosen expressly to encourage greater use of window envelopes which will save further typing time.

The alignment of forms on A4 paper will simplify filing, handling and storage of papers.

In the *one-run system*, once the master has been checked and found correct, the accuracy of all other forms prepared from it by mechanical means is ensured. When an error is found on the master at the checking stage only one document needs to be corrected and this saves all the time previously required to amend each separately typed form.

There are still many export forms being completed untidily, inaccurately and sometimes illegibly in manuscript. The fact that the aligned series of forms has been designed specifically for the typewriter should encourage its wider use.

The fact that the aligned document series is designed to a standard position, and the emergence of forms of broadly similar design in the UK and Europe, will speed up the preparation of forms, expedite training of new staff in individual companies and facilitate checking of documents at official examining points both at home and abroad.

### Reproduction Methods Suitable for the One-Run System

There are many document reproduction methods currently available which differ in cost, in technical complexity and in the facilities offered. Some methods are better suited than others for producing an aligned series of export documents from a single master. Amongst these, the most commonly recommended methods are:—

- a) *carbon de-sensitised method* — each export form is carbon de-sensitised in certain spots where information on the Master Document is not required to be duplicated. The aligned documents so designed could be prepared in one go by typing all the essential information onto the Master Document;
- b) *masking method* — masking is a technique used to ensure the suppression of any details appearing on the master which are not required on a particular form aligned to it. In operation,

opaque masks bearing (i) outlines of the aligned forms and (ii) windows exposing selected areas of the master are used in electrostatic copying machines for reproduction of the required form.

It is not practical to provide here all the technical information on masking techniques but the HKTFC Documentation and Data Elements Sub-Committee hopes to be in a position to conduct educational seminars on the specific use of office equipment in the preparation of documents from the *one-run system*. Suppliers of office equipment will be encouraged to promote the system and will no doubt see the commercial advantages of providing facilities for use with their specific types of equipment.

### Printing Tolerance

A high degree of accuracy is vital to the preparation of documents from a Master Document. It is therefore essential for both printers and users to be aware of the overall concept of the *one-run system* to appreciate that forms printed outside the tolerance of  $\pm 1$  mm in paper size or printing are virtually useless.

The proforma documents included in the aligned series are printed on international A4 size paper, which is 210 mm x 297 mm. All other dimensions are equally important but the 20 mm filing margin at the left hand side of the forms and the 10 mm margin at the top are critical.

### Hong Kong Aligned Documents—1978 Recommendations

In undertaking the third major revision of the Hong Kong recommended aligned series of documents as mentioned in paragraph 3 above, the HKTFC Documentation and Data Elements Sub-Committee has the following targets in mind:—

- a) To accommodate changes in Government licensing and control arrangements and in the commercial sector changes relating to transport, insurance and banking.
- b) To bring Hong Kong into line as far as possible with the latest ECE recommended format.
- c) To accommodate suggested improvements received from

Hong Kong trade interests.

- d) To avoid further typing on any form, where additional information is required, other than that derived from the master, in allowing for boxes to be ticked.
- e) To avoid, wherever possible, the need for reference copies as most details relevant to most documents will be recorded on the master.
- f) To allow for the use of codes without inhibiting the document's usefulness with written descriptions and designations as hitherto.

The Hong Kong Aligned Documents 1978 Recommendation includes altogether 12 commercial and Government forms. They are:

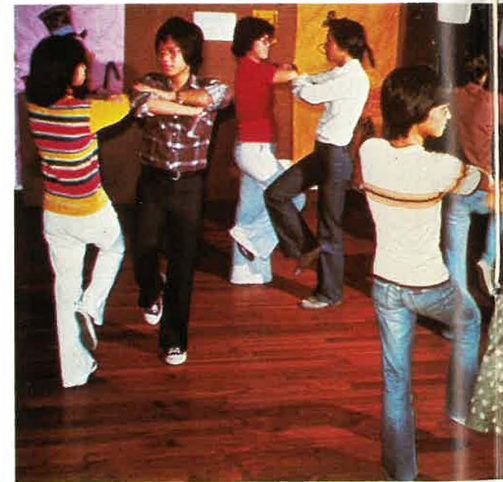
- a) Commercial invoice; b) Packing and weight list; c) Covering letter; d) Bank collection order; e) Transport document; f) Application for insurance; g) Certificate of Hong Kong Origin; h) Export/re-export declaration Form 2; i) Export licence (Textiles) Form 4; j) Export licence (Textiles) Form 5; k) Export licence Form 6; l) Export licence Form 7.

### Copyright

The HKTFC has seen the need to reserve to itself the copyright for the Hong Kong Aligned Documents but this is by no means intended to be restrictive. It only serves to prevent printers — who are incapable of appreciating the need for, and providing the degree of accuracy in printing necessary to make the one-run system workable — from printing the documents. The HKTFC intends to provide a surveillance service to any party that will adopt the aligned series through the copyright mechanism and will publicize the names of service organisations who have adopted the Hong Kong Aligned Documents.

sary to make the *one-run system* workable — from printing the documents. The HKTFC intends to provide a surveillance service to any party that will adopt the aligned series through the copyright mechanism and will publicize the names of service organisations who have adopted the Hong Kong Aligned Documents.

(The publication "Hong Kong Aligned Documents 1978 Recommendations" is now available from the Chamber at HK\$5.00 per copy.) ■



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## Healthy minds and healthy bodies

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The past few years have seen a welcome increase in the range of recreational facilities and organised activities available for young people in Hong Kong. These facilities and activities are provided by the Government and voluntary agencies and they serve a dual purpose of promoting physical fitness while attempting to instill a sense of community spirit and civic consciousness in children, students and young workers. They provide healthy and constructive outlets for the enthusiasm and energy of young people (see article on pages 5-9).



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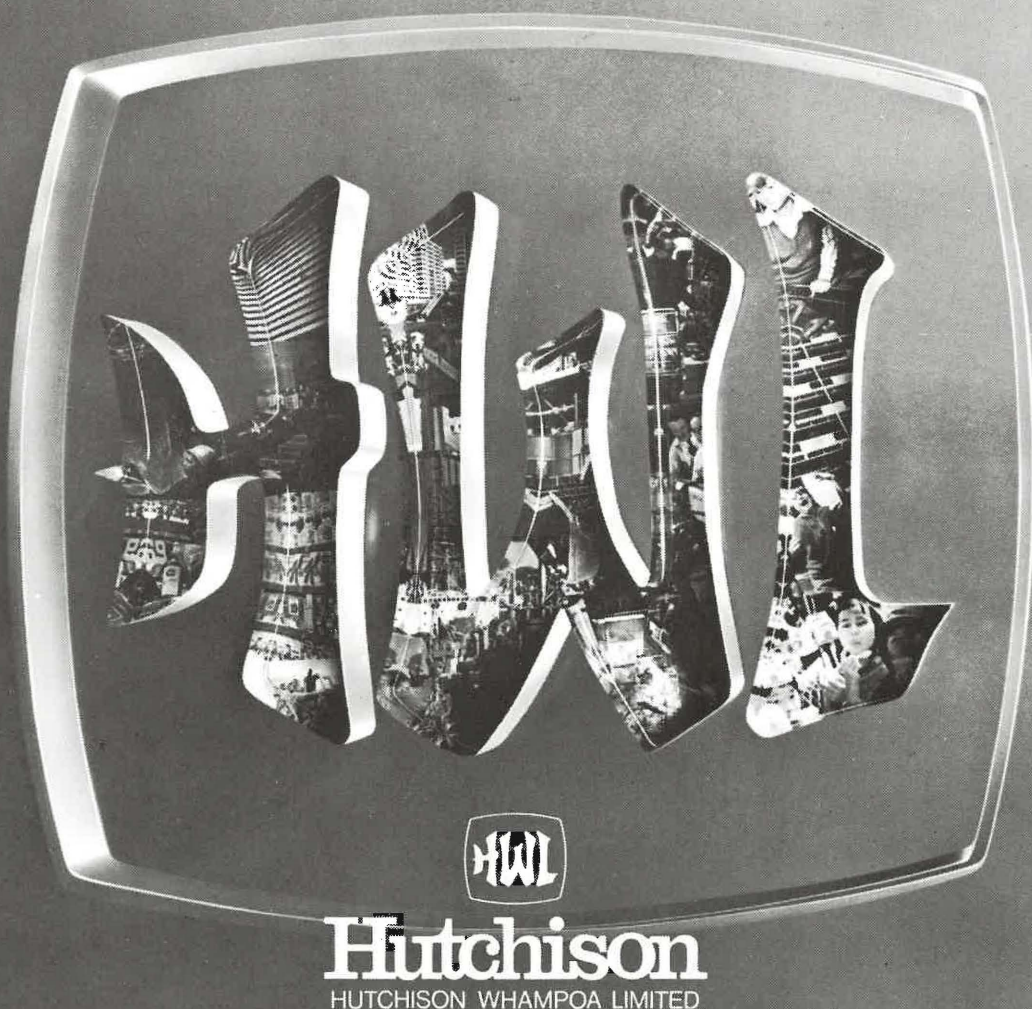
## 身心健康 的活動

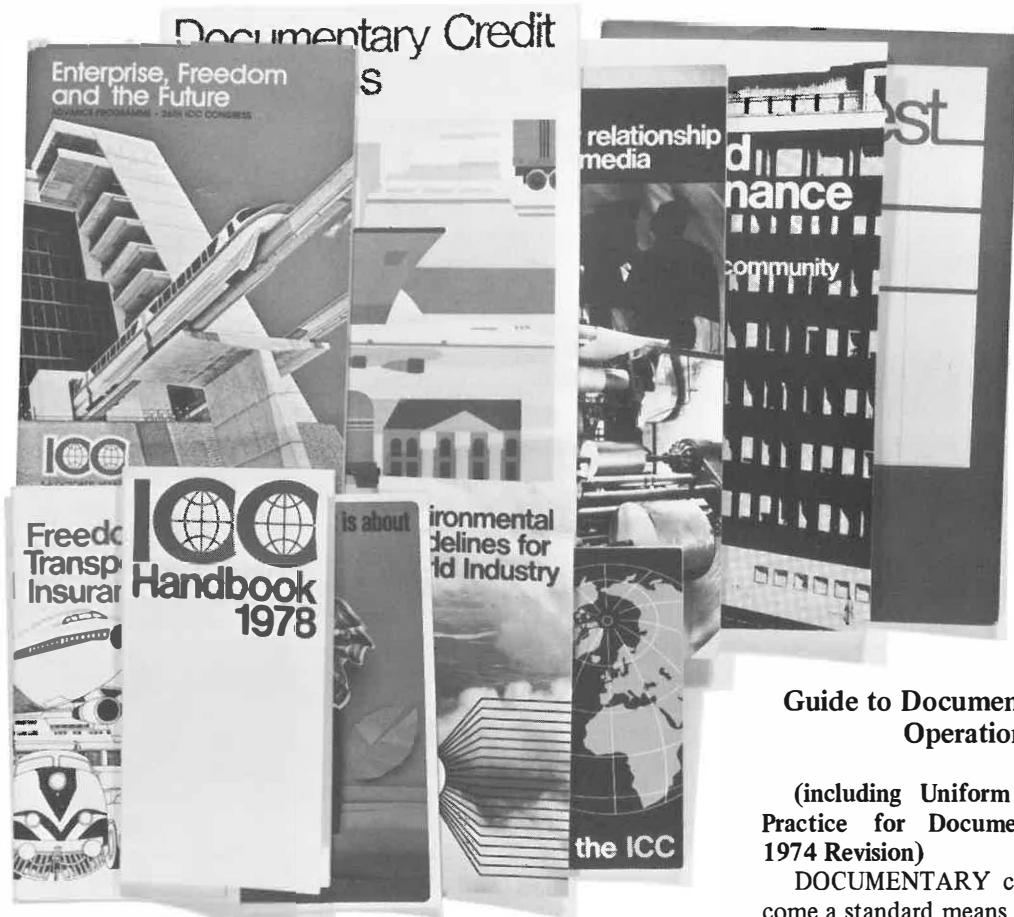
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近年來，香港的文娛康樂設備，及為年輕人舉辦的各項康樂活動均見增加。港府及志願團體提供的康樂設施及活動含有雙重意義：一方面可鍛鍊強壯體格，另一方面，亦試圖向兒童、學生及年輕工作者灌輸團結精神及公民意識。此外，亦給予年輕人良好機會抒發他們的熱忱和精力。

# There's more behind the symbol than meets the eye.

Hutchison Whampoa Limited is one of Hong Kong's largest companies with assets of over US\$669 million. Our activities not only touch every aspect of Hong Kong's economy, but beyond, covering South East Asia, the UK and Australia. Through our subsidiaries, we have trading and investment links throughout the commercial world. Today, our operations are diverse. Our main activities cover nearly every aspect of import and export; ship repair and conversion; consumer and engineering products; real estate and manufacturing. The Group currently employs over 10,000 people. Their job performance, creative management thinking and specialized skills form one of our principal resources. At Hutchison Whampoa, the future lies in our resources and in the people who develop them.





### Guide to Documentary Credit Operations

(including Uniform Customs and Practice for Documentary Credits, 1974 Revision)

DOCUMENTARY credits have become a standard means of settling payment for imports and exports throughout the world. For many years virtually all documentary credit operations have been carried out in accordance with the ICC's Uniform Customs and Practice for Documentary Credits. These give precise details of types of credits and documents used, responsibilities of the parties involved and all other necessary information. They constitute an invaluable working aid to banks and all concerned with international trade.

A large number of users of the Uniform Customs and Practice have expressed interest in a basic but authoritative guide to the practical workings of the documentary credit system. The Guide to Documentary Credit Operations is designed to meet this need. In simple terms it describes each aspect of operations from the viewpoint of both buyer and seller. All principal forms involved are reproduced, with indications of the key items to check in each case. Extensive visual material is used to illustrate and highlight the most important points.

### Standard Forms for Issuing Documentary Credits

The natural corollary to any unification and harmonisation of prac-

# International Codes of Practice —and other ICC publications A Brief Guide

*The International Chamber of Commerce (ICC) publishes a number of international codes of practice which cover important areas of commercial practice and policy, such as documentation, transportation, marketing, advertising, direct sales practice, mail order sales and bribery and extortion in business. (The ICC Report on Extortion and Bribery in Business Transactions will be familiar to members who attended talks last year by Lord Shawcross and the Secretary-General of the ICC, Carl-Henrik Winquist). The Codes are the result of detailed examination of specific policy areas by special commissions, working parties or committees whose members are acknowledged experts in their particular field.*

*The codes of practice and other publications outlined below are available from ICC Services Asia Pacific Ltd., 1207 A.I. Tower, 16-18 Queen's Road, Central, Hong Kong (Tel: 5-251189).*

tice is the standardisation of the forms used in applying that practice. Therefore the obvious sequel to the Uniform Customs and Practice for Documentary Credits is a revision of standard credit forms. This booklet provides a series of model forms for use in documentary credit operations, together with detailed instructions. (See also article on pages 13-15).

### **Uniform Rules for A Combined Transport Document (1975 Revision)**

If an importer or exporter cannot transport the goods himself he must enter into a contract of carriage with a transport operator. A separate contract has traditionally been required for each mode of transport used: rail, road, sea and air. However, widespread use of containers in international trade means that transport operators are increasingly using several modes in complete door-to-door operations. They have thus become combined (or "multi-modal") transport operators.

The Uniform Rules lay down minimum standard conditions for contracts of carriage offered by such operators. Their use provides an alternative to establishing a series of separate, non-uniform contracts for each stage of a combined transport journey.

The Rules are a basic text for everybody concerned with legal and documentary aspects of transport problems.

### **The Problems of Clean Bills of Lading**

A "clean" bill of lading, proving that the carrier received the consignment from the seller in good order, is a necessity in international trade transactions. Yet bills are often qualified by "superimposed clauses" and this is a major potential cause of disputes between seller, carrier and buyer. This booklet explains the situation, gives recommendations on avoiding disputes and concludes with a valuable list of superimposed clauses in common use.

### **Incoterms (1977 edition)**

FOB, CIF, Ex Ship . . . . These terms are used daily in thousands of business transactions all over the world. They entail specific responsibilities for buyer and seller. You probably think you are sure of your own

responsibilities, but can you be sure that your trading partners have the same definitions in mind? Incoterms — the ICC definitions of international commercial terms — are universally recognised and accepted. The 1977 edition contains a new term — "FOB Airport".

### **Marketing and Social Research Practice**

Every year business communities and public agencies throughout the world devote greater resources to marketing research and opinion surveys. The growing importance of this sector and the rapid pace of change in the techniques it uses make the establishment of effective means of professional self-regulation increasingly desirable throughout the international business community.

The International Code of Marketing and Social Research Practice was prepared jointly by the ICC and the European Society for Opinion and Marketing Research (ESOMAR). It reflects the conviction common to both organisations that professional self-regulation can safeguard the legitimate interests of the community, while at the same time assuring the harmonious development of relations among the sectors directly involved.

### **Direct Mail and Mail Order Sales**

The methods of selling by mail order and by direct mail are becoming increasingly common because they meet the need for business to reach a growing number of potential customers directly and quickly. This form of enterprise affects several parties — the seller, the distributor, the carrier and the buyer himself — and should therefore be carried out according to high standards of commercial ethics.

The ICC International Code of Direct Mail and Mail Order Sales Practice reflects the ICC's desire to promote fair competition within the framework of free enterprise while protecting the interests of the consumer.

### **Extortion and Bribery in Business Transactions**

International debate has focussed increasingly on extortion and bribery in business transactions. This has spurred many governments (and in

Hong Kong the ICAC), as well as the United Nations, to consider ways and means of combatting such practices more vigorously than was the case previously, both at a national and an international level.

This publication contains, firstly, a set of recommendations drawn up by the ICC on measures to be taken by governments, nationally and internationally, to foster the elimination of bribery and extortion in business transactions, and secondly, Rules of Conduct for voluntary application by enterprises.

### **Guide to ICC Arbitration**

This new publication is designed to explain in layman's terms the ICC's international commercial arbitration facilities to business executives and their legal advisers. It describes the complete series of operations involved in disputes brought before the ICC, from insertion of the arbitration clause in an international contract, to the final award made by the arbitrator. It also explains the characteristics that give ICC arbitration unique competence in dealing with international cases arising from all countries and economic sectors.

All concerned with the preparation and execution of international contracts should find this guide extremely valuable.

### **The International Centre for Technical Expertise**

In December 1976 the ICC Council approved a new development designed to complement the organisation's existing arbitration facilities — the formation of the International Centre for Technical Expertise.

This publication describes the Centre's services under four headings: i) a general introduction explaining the role and practical operation of the Centre; ii) the Rules of the Centre as approved by the ICC Council, which lay down specific arrangements for choosing experts and for the conditions under which they may tackle a dispute; iii) a short description of the action that parties wishing to use the Centre should take and iv) the model clause that parties are recommended to include in their contracts if they wish to have the possibility of using the Centre's services. ■



# The Chamber Worldwide

## 1979 Trade Promotion Programme

The Chamber's International Trade Committee, which is chaired by the Vice-Chairman of the Chamber, David Newbigging, and includes the Chairman of all nine Area Committees, met during August to review the work of the Area Committees and the Chamber's Trade Division during 1978 and to draw up a proposed programme of trade promotions for 1979.

The Chamber has organised six business groups to different parts of the world during the course of this year and eight promotions are scheduled for 1979, some selling, some buying, some combined selling and buying and one exploratory.

The proposed trade promotions for 1979 are:

February/March:

Business Group to the Middle East (in conjunction with the Trade Development Council);

February/March:

Business Group to Australia and/or Papua New Guinea;

February/March:

Buying Mission to Britain;

March/April:

Buying/Selling Mission to Europe

(including Greece, Italy, Austria and Yugoslavia);

April/May:

Business Group to Africa (including Nigeria, Kenya and Tanzania);

May/June:

Exploratory Mission to Argentina and Chile;

August/September:

Berlin Overseas Import Fair (Chamber to organise Hong Kong participation);

October:

Buying Mission to Korea (to attend the Seoul Trade Fair).

The organisation of these missions is of course contingent on market conditions and a sufficient response from Chamber members. Sometimes proposed missions have to be cancelled. On the other hand, additional promotions may be organised in the light of demand.

## Visit by Bangladesh Delegation

An official trade delegation from the People's Republic of Bangladesh, headed by the Joint Secretary of the Ministry of Commerce, Mr. A.K.M. Hedayetul Huq, met members of the Chamber's South Asia/Pacific Area Committee on August 22nd to discuss

two-way trade and investment opportunities in Bangladesh.

According to Mr. Huq, good opportunities exist for Hong Kong in the timber and furniture industries, in textiles (where quotas for the EEC are substantially under-utilised) and in the manufacture and supply of molasses.

Incentives for the foreign investor include tax holidays, repatriation of capital and profit, a no-nationalisation commitment and full visa facilities for specialised workers. The labour cost in Bangladesh is only one-fifth that of Hong Kong, Mr. Huq said.

Bangladesh supplies a variety of items, including live animals, fish and marine products, spices, agricultural products, handicrafts and leather goods. On the import side, Bangladesh is interested in buying cement, machinery, cotton yarn and coconut oil.

## Chamber Delegation at This Year's Berlin Fair

The Hong Kong delegation to the 1978 Berlin Fair, "Partners for Progress", which took place between August 30th and September 3rd, received orders worth more than \$3 million, with a further \$4-5 million of business under negotiation.



The leader of the Bangladesh Trade Delegation, Mr. Huq (2nd from right) presents a souvenir to the Chairman of the South Asia/Pacific Area Committee, Mr. A. Gopi, watched by the Bangladesh Trade Commissioner in Hong Kong, Mr. S.M. Wali, and members of the Committee.



The Hong Kong Pavilion at the Berlin Fair. From left: Dr. Rohwedder, Secretary of State at the Ministry of Economics of the Federal Republic of Germany; Mrs I. Graf and Dr. M. Busche, Directors of the AMK Berlin Fair Authorities; and W.S. Chan, Manager of the Hong Kong Delegation.

(Continued on next page)

## The Chamber Worldwide

The thirty-six participating companies exhibited a wide range of Hong Kong products, including clothing, electronic goods, toys, watches, travel goods, footwear, handicrafts, jewellery, stationery, polyester flowers, brassware, work gloves, flashlights, cookware and tableware.

The Chamber is Honorary Representative for the Berlin Fair Authorities in Hong Kong and has organised Hong Kong's participation at the annual fair

since 1968.

This year's delegation was led by W.S. Chan, Manager in the Chamber's Trade Division.

## Trade Enquiries

The International Trade Committee also considered the results of the recent survey carried out by the Chamber on the system of trade enquiries. To date, 614 replies have

been received from members, of which 300 favoured a continuation of the existing selective system and 314 favoured publication of all trade enquiries. It was agreed to maintain and improve the present system so that all good quality enquiries would be dealt with on a selective basis wherever the enquiry emanated. It was also agreed to keep the system under regular review to ensure that members' needs are met as far as possible.



## Chamber News

### New Members

The following 25 companies joined the Chamber during August. Welcome to the Chamber:

Bon Homme Trading Co. Ltd.  
Cheung Tai Metal & Engineering Works  
Dodwell Hong Kong Ltd.  
Emperor Electronics Industries Ltd.  
ESMA Buying Services  
Eurotex Limited  
Far East Import-Export Corporation  
Furrna Company Limited  
Grand Universe Trading Co. Ltd.  
Hong Kong Glass Manufactory  
Indus Company Limited  
Kondo Sewing Machine Co. Ltd.  
Hong Kong Branch  
Kwan K. L. & Co. Ltd.  
Lafico Ltd.  
Le Galion Distribution Ltd.  
Meyer Aluminium Limited  
MIKI International Corp. Ltd.  
Million Jade Co., The  
New Oriental Commercial Co. Ltd.  
Sales International (HK)  
Sepong Enterprises  
Taylor Garment & Knitting Factory  
Tidy Optical Limited  
Topic (Hong Kong) Limited  
Wonders Trading Co.  
The Chamber's membership currently stands at 2, 194.

*News, Events, Information  
From Within and Around  
The Chamber*

### Committee Appointments

The General Committee has approved the following appointments: Central & South America Area Committee

– P.G. Budden, Esq.

(Dodwell H.K. Buying Office)

South Asia/Pacific Area Committee

– C.K. Ho, Esq.

(Li & Fung (Trading) Ltd.)

China Area Committee

– Ian Forgan, Esq.

(Shell Co. of H.K. Ltd.)

Japan, Taiwan & Korea Area Committee

– Lowell Chang, Esq.

(Great China Trading Co.)

Shipping Committee

– Jorgen K. Jorgenson, Esq.

(Scan-Dutch Ltd.)

S.H. Sung, Managing Director of Union Metal Works Ltd. and member of the Chamber's General Committee, has been appointed to the Government's Advisory Committee on Environmental Pollution (EPCOM) as the official Chamber representative.

The Chairman of the Shipping Committee, Simon Lee of Sun Hing Shipping Co. Ltd., has been appointed to the Government Port Executive Committee.

### Air Pollution

More than 30 industrial members and members of the Chamber's Home Affairs, Industrial Affairs, Textiles and Electronics Committees attended a briefing on proposed amendments to the Air Pollution Control Ordinance



*Dr S. B. Reed, the Government's Environmental Protection Adviser, at the combined committees meeting on August 23rd.*



held in the Chamber Boardroom on August 23rd. The briefing was given by the Government's Environmental Protection Adviser, Dr. Stuart Reed, and his team.

### Chairman of BOTB to Talk On World Trade

The chairman of the British Overseas Trade Board, Sir Frederick Catherwood, will address members of the Chamber at a luncheon to be held at the Hilton Hotel Ballroom on Wednesday, 1st November.



The title of Sir Frederick's talk will be "World Trade Prospects Over the Next Two Years and the Opportunities they Represent for British Exporters."

In addition to being Chairman of the BOTB, Sir Frederick is also Chairman of the British Institute of Management, Chairman of Mallinson-Denny and a Director of Goodyear Tyre and Rubber Co. He succeeded Lord Thorneycroft as Chairman of the BOTB in May 1975.

The BOTB Vice-Chairman, the Duke of Kent, and Chief Executive, S.D. Wilks, visited Hong Kong in March this year to attend the British Industrial Exhibition. While he was here, the Duke spoke to members of the Chamber.

### Hong Kong C.B.I. Scholars in Britain

One of Hong Kong's engineering graduates currently undergoing training in Britain under the Confederation of British Industries' (CBI) Overseas Scholarships Scheme wrote to the Chamber recently with news of our scholars. He reported that nearly 100



*Hong Kong CBI scholars in London*

CBI scholars from all over the world attended an Annual Meeting in London in July and Hong Kong's CBI scholars were there in force.

As the local CBI representative, the Chamber administers the Overseas Scholarships Scheme in Hong Kong. Successful applicants are sent to the UK at the CBI's expense and are given the best available training at selected factories or other industrial sites.

Scholarships are available in the various fields of engineering and are offered to younger engineers with between one and four years working experience as well as to the more mature engineer with at least five years experience.

The Chamber is currently receiving applications from prospective scholars for 1979/80.

## Publications

### Databank of Middle Eastern Companies

Up-to-date, comprehensive information on leading Middle Eastern companies is provided by two newly published directories: 'Major companies of the Arab World, 1978/79' and 'Major Companies of Iran, 1978/79'. The two publications include information on 6,000 major companies and 20,000 top personnel, with details of each company's activities, agencies, addresses, financial results, directors and senior executives, bankers and shareholders.

The publications are available from Graham & Trotman Limited, 14 Clifford Street, London W1X1RD. The former costs £26 (inc. p & p) and the latter £18.50.

### Cyprus Directory

The Cyprus Chamber of Commerce and Industry has announced the publication of its 1978 Directory. This publication provides up-to-date information on the island's economy, industry, tourism, trading and other economic activities. It lists exporters, industrialists and importers, with details of what they export, manufacture or import.

The Directory is available from the Cyprus Chamber of Commerce and Industry, P.O. Box 1455, Nicosia, Cyprus and costs US\$20, inc. postage.

## Bits & Pieces

### Education and Development in Asia

The Hong Kong Federation of students and the Asian Student Association are jointly organising an Asian Education Seminar in December. The seminar's theme will be 'Education and Development in Asia' and it is planned to invite student delegations from all over Asia and even from Europe, Africa and Latin America to participate. The Vice-Chancellor of the University of Hong Kong, the Hon. Dr. Rayson Huang, and the Director of the Hong Kong Polytechnic, Dr. Keith Legg, have agreed to be Honorary Advisors of the seminar.

In order to raise money to pay for the expenses involved in organising the seminar, a fund raising Gala Premiere of the film "Something for Joey" will be held at the Lee Theatre on 20th September 1978 at 9.30 p.m. You are invited to attend the Gala Premiere as a way of supporting the forthcoming seminar.

# Why business meetings fail.

Meetings are widely recognised as one of the most important tools of the management process. And yet most of them fail. They fail to arouse interest. They fail to communicate ideas. They fail to stimulate action.

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## 執行董事 麥理覺專欄

# 兒童日漸趨向成長 一而又懷緬過去！

本期「工商月刊」的專題是香港青少年。專文撰述政府與志願團體如何致力改善青少年的未來發展及潛能發揮。本人希望讀者喜愛這篇文章，同時，亦希望能引起若干讀者的興趣，直接參與或協助旨在配合香港青少年身心需要而推廣的龐大康樂教育計劃。

資深的觀察家在早年前已曾多次指出：在人煙稠密的香港社會裏，實有迫切需要為眾多活力充沛的兒童提供適當的康樂體育設施。多年來，香港的經濟雖然日趨繁榮，但政府及私人團體對這方面的需求，卻未有積極謀求改善的辦法。以往，很多香港兒童好像是注定沒機會在大型運動場內玩球，或在設備安全的游泳池內游泳。比擴展戶外康樂活動更重要的其他社會問題，佔據了港府的注意力。但當政府可以將金錢、時間及服務工作轉到青年需求問題時，在高樓大廈林立的居住環境中建設公園、或其他所需的康樂設備，已屬不可能的事情。旺角，油麻地及石硤尾等區的人口幾達全球最高水平。負責策劃康樂活動及設施的機構在工作上遇有不少困難。由於本港地價持續高漲，而且，又有需要將土地闢作其他同樣重要的社會用途，因此港府無奈只有作一抉擇。

近年來，多個政府部門、志願機構及人士（指沒有中央統籌組織的）在大力推廣康樂體育活動方面，已取得了顯著的成就。鑒於問題的深廣程度及存在着的限制性因素，它們的工作成效大有進展。本刊專文撰述了有關這方面的發展及成績，並且建議當局應該更有系統地去擬定和統籌青年計劃措施。本人深信青年發展服務計劃及設施現正在迅速擴展，而且，在統籌方面亦有改進。香港兒童的未來已日漸踏進光明和美好之途。在今後數年間，香港應可提供足夠的康樂及體育設施，以供大眾人士使用。但同時，本港亦需要便利的運輸系統，將青年人載往康樂設備場所。此外，當局亦需要發展更多新地區，增闢安全、完善的設備和服務。新界及離島的山嶺郊區將為主要的發展地區。





## 香港青年何去何從？

香港人口有半數以上是二十五歲以下的年輕人，他們的身心健康對本港社會及經濟發展有着直接的影响關係。

一九六六／六七年的暴動事件帶來了兩個建設性的後果。一者，它提高了政府與市民之間交通聯繫的重要性。香港政府並非一個民選政府，而居民方面又無從表達民情。為着消除隔膜，港府遂成立了各區民政署及其他民政措施。二者，它亦使社會人士注意到現有的青年康樂設施及團體活動並未足以供應需要。在香港這個人煙稠密的地方，給予青年人良好機會去抒發他們的熱忱和精力是十分重要，若然忽略了這方面的需要，相信只會導致不良後果。

為着彌補過往的疏忽，近年來香港的康樂設施已有顯著改善。此等設施包括擴建公園、遊樂場、足球場、及舉辦青少年康樂團體活動。

目前，由市政局與港府管轄的公園、康樂運動場所佔地共約一千二百五十畝。僅在過去五年間，港府已增設了一百三十五個足球場及運動場所。現今，共有千個戶外球場、四個室內體育館及八個游泳池可供公眾人士使用。此外，尚有至少十四個游泳池、十三個戶外球場

及兩個戶內體育館在興建中，或計劃在未來四年間興建。

當然，這些康樂設施並非專為青少年而設，但可以斷定使用的人士絕大部份會是二十五歲以下的青年人。

近年來，香港青年對參加少年團體活動的興趣大為提高。男女童軍隊、民衆安全服務隊、愛丁堡公爵獎勵計劃、社區青年聯會活動、少年警訊等等，皆旨在鍛煉青年人的強壯體格、培養他們的公民意識及團體精神。

年齡在六歲至二十歲的青少年當中，估計約有三分之一經常參加青年團體及康樂活動。雖然，此數字本身未算特出，但與十年前比較，情況已大有改進。

這種風氣的轉變，可能是基於以下幾個因素使然。由於生活水準日漸提高、法例規定工人每年有七天有薪假期、每月至少有四天休息日、加上法定的公眾假期，香港居民對戶外康樂設施及活動的需求亦隨之增加。當然，一九六六／六七年的暴動事件的教訓亦激發起社會人士大規模擴展戶外康樂活動。此外，香港社會日趨西化及中國教養子女的传统思想逐漸沒落，亦為其中的影响因素。最後，多項青年活動計劃推行成功，

乃政府各有關部門及志願團體合力積極推廣的成績。

多個政府部門，包括教育司署、民政署、社會福利署、漁農處、新界與市政事務處、市政局及二十多個志願團體，正在為青年人大力擴展及安排各種形式的康樂活動及設施。

隸屬教育司署的政府康樂體育事務處在一九七四年十月成立，數年來積極推廣有益身心的消閒活動。康樂體育事務處的工作成效，從參加人數與年俱增的情況可見一斑。在一九七四／七五年間，參加該處主辦各項活動的人數僅約為五萬七千人，而在七七／七八年，參加人數增至超過廿六萬人。

該處成立的背景，是基於本港亟需一個負責統籌、領導及策劃康樂活動的機構。雖然政府及非政府團體在這方面已積極努力，但似嫌過於散漫，而且有供不應求的情況存在。主辦的活動有週末營、體育訓練班、遊船河、公共屋宇運動日、青年舞會、為弱能及住院人士安排康樂活動等。此外，亦有特別主辦大規模團體活動，例如為白領階級主辦健身操項目，為工廠工人安排運動日。

由政府與志願團體聯合主辦的暑期

青年活動計劃，每年吸引參加者超過二百萬人。全港青年康樂中央統籌委員會負責策劃暑期青年活動計劃，是項計劃規模龐大，在三個月內舉辦了超過八千個活動項目。計劃經費由政府支持（志願團體合力推行），英皇御准香港賽馬會撥款贊助。本來，暑期青年活動計劃旨在為學生安排有建設性的活動，但鑒於很多在職青年亦趁着年假前來參加，因此，該計劃將會大規模擴展，以迎合他們消遣餘暇的需要。

郊野公園發展計劃側重於無拘束之活動，如露營、遠足旅行、野餐，作為年輕人發洩過剩精力的途徑。該計劃目的旨在於一九八一年底以前劃定並發展十九個郊野公園，把本港的郊區全部闢作郊野公園，由漁農處負責主理。

社區青年會在本年二月正式成立，是新近增設的一個青年服務團體。當局在一九七四年推行「消潔香港」運動期間成立了城市及郊區清潔服務組。有見於該計劃推行成功，港府決定擴展服務組的活動，為高小及初中學生組織興趣小組。現時，本港共設有超過一千四百個青年會所，會員人數約一萬六千名，由教育司署屬下一個事務處負責主理。

由警務署主辦的「少年警訊」活動，自四年前正式成立以來，工作成效一直為人讚賞。期內，青少年犯罪率穩定下降絕非巧合之事。目前，「少年警訊」共有超過廿三萬名會員。少年警訊會員曾協助警方破獲不少罪案。

社會福利署在市區及新界各處設有十五個社區及青年辦事處，負責組織及統籌區內的社區青年活動。街坊社團方面，（指公共屋邨及住宅屋宇的服務聯會），則設有二百多個兒童及青年中心，主辦各種戶內戶外康樂活動。若干區內甚至設有工藝中心，使青年人有機會學習裁剪、木工、金屬、電器製造的技能。有些中心附設有閱讀室。

此外，社會福利署亦主辦「青年實踐計劃」，在資金及技術上協助青少年設計及推行社區服務計劃。現今，獲社會福利署支持的計劃約共三百三十四個，贊助款項由一百九十至二千港元不等。計劃推行的工作包括：筲箕灣聖十字徑渠道修理，為長沙灣安置區兒童安排康樂及教育活動，協助西貢偏僻村落居民修葺屋宇，除草等工作。

目前，雖有多個政府部份及志願機構致力為青少年推廣戶外康樂計劃及活動，但當局並無設立一個獨立部門，委員會或工作組，負責統籌現有的各項服務。再者，當局亦未有擬定整體的青少

年計劃措施，或對青少年的需要展開過全面性的研究。去年十一月公佈的「本港青少年個人輔導社會工作綠皮書」是政府唯一對青少年整體政策的建議報告。書中着重對青少年問題進行“補救”及“防禦”性的工作——正如綠皮書所言“減少及防止青少年有反社會或犯罪的行為發生”。由此可見，綠皮書本身並非整體政策的建議報告書。

署理社會事務司湛伯斯先生向本刊記者表示：綠皮書是基於推行減罪運動及罪案社會因素小組委員會的建議而制訂的，批評綠皮書意見消極的人士可能是對其目標判斷錯誤。他說：“書中明確指出現時提供的各科服務，皆旨在輔導青少年成為社會的有用人才。然而，雖則有這些服務，但一小部份的青年人仍會因某種個人問題影響，而阻礙了身心健全的發展。「個人輔導社會工作」的目的正旨在為這些青少年提供輔導，希望藉此減低他們成為青年罪犯的可能性”

一般研究結果顯示出：社會及環境因素（諸如惡劣居住環境、缺乏康樂設施等）與青少年犯罪案件都有着必然的互相關係。由犯罪社會因素小組委員會主辦一項名為「導致青少年犯暴力罪行的社會因素」研究，明確展示了少年的犯罪問題。該報告特別指出：青年罪犯與家庭的連繫較其他年青人為薄弱。在是項研究中，接受訪問的年輕罪犯大多數來自較低社會、經濟階層的破裂或不幸家庭。但這種現象應被視為少年犯罪的徵兆，而不可當作主要原因，因為環境因素通常為不愉快家庭關係的根源。

正如一位社會工作者向本刊解釋說：“若要治好肺病患者，你就必須觀察他的居住環境。當然，你可以在醫院或診所內替他治療，或者你可以暫時治好他的肺病，但問題癥結是在於他的居住環境。只要他依然住在原來的環境內，他的病就會有復發的可能。青少年犯罪問題亦正與上述例子相同。除非你能改造青年罪犯的居住環境，否則你實不可能真正將他感化。

因此，長期而言，解決少年犯罪問題——由此引伸至一般的犯罪問題——有效方法在於不懈努力改善生活情況及基本社會服務，如住屋、教育、醫療及健康福利、文娛康樂設施等。在減少罪案方面，新市鎮發展計劃（目的旨在擴展康樂活動，以輔助兒童在健康、舒適的環境下成長），應比綠皮書中建議的措施更為徹底，因為該等措施只能產生短暫的預防或補救作用。

但青年輔導服務及活動的問題，不

應純粹就怎樣防止青少年犯罪或減少罪案發生的消極觀點來探討。反之，當局應由較積極的觀點着手，為本港青年的未來發展，定下全面性的工作目標和計劃。

本刊又詢及湛伯斯先生有關當局與志願團體之間是否有默契，以免造成服務重覆或不均勻的現象，使現設的康樂及輔導服務能達致最佳成效。此外，政府及志願團體方面曾否考慮過為本港青少年制定全面性的青年計劃措施。

“在康樂設施方面，政府設有康樂體育委員會（民政司為該處主席），負責統籌港府內外的文娛康樂設施，以確保資金運用得宜。”

“暑期青年活動計劃是由全港青年康樂中央統籌委員會負責策劃，該委員會成員包括政府部門及志願團體代表。至於志願團體主辦的活動，則是由香港社會服務聯會負責統籌。”

湛伯斯先生指出：數年前，政府已考慮過制定全面性的青年計劃措施，及另設青年事務部門之事。然而，鑒於大多數政府部門的工作或多或少都牽涉到青少年事務，因此，當局認為另設獨立部門純粹負責青年事務，甚為困難。

至於為香港青年制定全面性計劃措施的概念，則獲得志願團體的大力支持和擁護。

由一九七〇年以來，亞太區經濟及社會理事會（聯合國屬下組織之一）一直試圖慫恿區內國家訂立長期青年發展計劃。於一九七四年，亞太區經濟及社會理事會曾對各國青年長期計劃進行研究。報告指出香港缺乏社會計劃：“香港社會服務的發展是端視時下的社會問題輕重而定。基本上而言，香港並無制定協調計劃或全面性的社會政策。”

香港似乎具備了制定整體青年計劃的必需條件。香港現有的青年服務及設施已算得相當全面性，而且，比隣近國家的青年措施亦算較為完備。社會工作者認為目前所需改善的，只是重組及成立一個中央統籌機構或工作委員會。在這方面，港府並不需要耗資龐大的額外開支，或者反而可以節省開支；因為在現時的特別情況下，個別機構正在爭相提供類似的服務。

或者，作為第一個步驟，當局應展開一項全面性研究，去估量本港青少年的需要，探討現有服務及設施能否迎合他們的需要，和定下長遠的計劃方針。此外，參與青年活動計劃的所有團體及政府部門亦應制定共同目標，齊心協力促進青年發展計劃。



## 訪問駐美代表米尼克先生

本會駐美特派代表米尼克最近曾來港作簡短訪問。近年來，他一直負責本會在美國之工業投資促進活動。今年六月間，他率領本會與工商署合辦之香港工業投資促進團，分訪美國東北部紐約、新澤西、賓夕凡尼亞、康涅狄格、麻省、俄亥俄及密歇根各州，會晤了四十一間工業公司的高層決策人士。米尼克接受「工商月刊」訪問，談論了此次促進團的活動，及美商在本港製造業加強投資的前景展望。

□ 本刊記者問      ■ 米尼克先生答

□ 過去三年來，本會與工商署共合辦了四個工業投資促進團訪問美國。你認為促進團在說服美資公司來港投資方面，進展情況如何？

■ 本人認為投資促進計劃是一項長遠的發展計劃。我們不可能在首次會面，就貿然慫恿美商高層決策人士來港投資，我們需採取逐步發展的政策。倘若該公司對亞洲或香港毫無認識，我們必先協助它們謀求產品經銷代理、取得原料、配件或製成品供應。然後，再協助它們開設地區分行代表辦事處。經過初步聯絡後，它們才會準備考慮來港投資。

直至目前為止，我們已與二百多間美國公司取得聯絡。單在本年內，我們已曾訪問過五十間新公司。工業投資這回事是不可能有利見影之效的。為個別公司提供所需的專門性資料、協助及指導，是個長期、發展緩慢的過程。本人認為促進工業投資可視為一個五年計劃。由鑒定某間公司有誠意來港投資開始，以至該公司作出最終投資決定的整個過程，通常都需要經過四五年時間。

接受訪問公司如被鑑定在未來五年內，極有意來港從事製造業投資，（不論是獨資、合資經營或技術實施權協定），我們就將它列為“甲”級公司。在此次訪問中，約有百分之三十的公司獲列入“甲”級，另有百分之三十被列為“乙”級（頗有意在未來數年間參與本港製造業投資），百分之三十被列為“丙”級（指可能有意來港從事製造業投資，但不會是未來五年間的事），其餘百分之十的公司則被列為“丁”級，它們對來港投資絕無興趣，它們對旅遊的興趣遠較投資為大。

去年間，美國工商業的風氣產生了重大的轉變。美商對海外投資機會及需要增加出口的意識正在日漸加強

。美國並非一個注重出口的國家，全國約有三十五萬家製造商，但其中只有百分之六至七是出口商。

如要減少美國的龐大貿易赤字，就必需激起中小型廠商的出口興趣。這對香港的長遠發展相信亦具重要性，因為除非外國公司首先加入了亞洲國家的商業活動，否則我們實不可能說服它們來港投資。

過去一年來，美元疲弱不穩使美國工商人士極之心緒不寧。但另一方面，美元匯率不穩定却為不少美資公司開啓了新貿易機會，以前它們從未意識到這些投資機會的存在。

□ 在最近一次訪美工業投資促進活動中，主要訪問對象是那一類型的公司？閣下在游說它們來港作投資，又採取了何種方法？

■ 中小型美國廠家是我們是次訪問的主要對象，所謂“中小型”是指營業額徘徊於一千萬美元至十億美元之間的美國廠家，真正的大型廠家如陶氏化學公司，根本不需要我們的協助，它對亞洲國家的投資機會早已認識清楚。需要我們提供協助的是中小型美國廠家。

本人曾離開美國二十年，在歐亞兩地分別居住了十年，因此，對美國國內情況的變化頗感驚奇。第一件感到驚奇的是美國工業發展的深廣程度。另一驚奇的是精湛科技並不來自美國大企業，而是來自中小型的廠家，它們是美國工業基本實力所在。然而，新科技、意念及產品雖大都由中小型廠家發明，但正如較大型的廠家一樣，它們對加入國際商業的經驗依然未夠。同時，它們亦未具備充裕資金及管理才能參與海外業務發展。

顯然，若干種類的精湛科技如鋼鐵業、石油化工、重工業等，仍來自大企業方面，但我們對這些公司並不感興趣。真正可配合未來香港工業

發展的科技，是屬於中小型美國廠家的那一類。

在此次訪問活動中，我們採用一種「軟性」的促進方法。我們盡量向美國廠商提供有關本港工業的資料，鼓勵他們從若干方面考慮來港投資的可能性，但我們從不強迫他們。

我們這種「軟性」促進方法與隣國的策略比較起來，形成了懸殊的差別。南韓、台灣及新加坡都傾向採取「硬性」的促進方法。很多美國公司皆表示樂意接受香港的「軟性」促進手法。我們可採用這種方法是因為香港擁有多種投資利益，外商只需確切認識來港投資的實際利益。

最近一次促進團的成員包括本人、總商會工業部馮棟澤及工商署陳榮光。我認為政府與私人工商團體合作促進海外投資的計劃極有效用，這種緊密合作的協調計劃使美國工業家對香港留下一個良好印象。

然而，香港亦存有若干投資不利因素，此乃外資工廠考慮投資時所必然顧及的基本問題。所謂不利因素是指土地及工資成本。本團與美資公司高層人士會晤時，亦經常就上述兩項問題提出討論。由於地價高漲關係，本港逐漸轉向用地少的工業發展。至於工資成本方面，我們強調指出本港工人的高度生產能力。

但當美國公司着實研究亞洲各國的投資利弊因素時，它們就會發覺在港投資的有利條件遠超其不利條件。

近年來，香港一項重要的發展相信應是工業發展管理公司的成立。若然某美資公司經營的行業是可能符合工業邨地盤申請資格的話，我們就會用盡機會向該等公司游說香港工業邨建設的優點。其實，現獲准在大埔工業邨從事投資的幾家公司，正是三年前我們曾與它們有過初步聯絡的那幾家。

□ 美資公司對香港市場認識的程度如何？

■ 我無意貶低本國人士，但美國人的眼界及興趣一般都很偏狹，當東岸的美國廠商想到外國時，他首先就會想起歐洲，然後南美或中東。亞洲可說是他可能想及的最後一個地區，你我都知世界上沒有一個地區能比東南亞更具生動力及增長潛力，但要美國東岸的廠商理解這個事實並不容易。當然，他會認識日本及澳洲兩大市場，但對東南亞地區他却是毫無概念，區內各國的面積、工業發展更是一無所知。

令一般美國人（甚至廠商）最感驚奇的是香港已發展成爲一工業中心。他們只知香港是個旅遊中心及購物天堂。因此，我們需改變他們心目中的香港形象，使他們理解到香港是個大型工業中心、原料主要進口地、港製產品出口地及主要金融中心。

另一令他們感到意外的是美國對本港發展的重大影響。美國爲本港唯一最大的海外投資者及僱主，美國佔本港海外投資總值達百分之四十六，此外，佔本港出口總值亦逾百分之四十。這些都可以作爲大肆宣傳的特色——倘其他美國公司經已在港設廠，

香港必然是個理想的投資地點。

很多美國公司都希望能與中國拓展貿易，他們意識到香港可以提供有關中國市場的資料。就我們這方面來說，我們當然盡力協助他們謀求本港經銷代理，這樣，不但可以增加本港貿易，同時，更會推使該公司首次加入亞洲市場的商業活動，從而考慮選擇香港作爲一投資地點。坦白說，倘美國廠商認真有意打入中國市場，他們應從東南亞着手，因爲除非廠商能肯定中國需要他們的產品，否則實難與中國互通貿易。



梁百忠

## 香港統一簡化貿易文件

（一九七八年修訂草案）

過去十一年間，香港一直在進行貿易文件簡化工作。早在一九六七年，貿易文件簡化工作組首次制訂了整套統一出口文件，以供香港出口商使用。該工作組又於一九六九年八月及一九七二年一月先後出版了兩份刊物——「簡化出口文件」及「簡化出口文件之鑑定」。在這兩份小冊子中，工作組闡釋及鼓吹使用統一貿易文件的好處，只需具備簡單寫字樓儀器就可以輕便處理文件編寫工作。

繼一九七三年，貿易文件簡化工作組改組成爲香港貿易簡化委員會後，整理及修訂統一貿易文件的工作即轉由該委員會負責。香港貿易簡化委員會對貿易文件各類必備資料轉變作出詳細檢討後，於同年五月出版了另一本小冊子——「怎樣使用簡化貿易文件」實用指南。

後於一九七七年，簡化貿易文件工作又再轉由香港貿易簡化委員會屬下貿易文件小組委員會負責，（於一九七八年六月易名爲「貿易文件與資料成份小組委員會」）。今年一月間，該會曾展開一項廣泛調查，參與人士包括香港及外國工商界。後根據調查結果，擬訂了最新的整套統一貿易文件——香港統一簡

化貿易文件（一九七八年修訂草案）。

### 緒言

多國出口商都曾投訴過有關填寫出口文件的繁複工作問題，因爲各行業文件（由出口商、銀行、輪船、保險公司、以至政府部門等）所採用的紙張尺寸及模式都各有不同。因此，雖則大部份文件都需要填寫相同發貨資料項目，但以往出口商一般並沒有選擇的餘地，只有逐一填寫文件表格，並且要用複寫紙來補充所需的副本數目。換言之，出口商必須重複將相同的資料編寫在不同的文件上；無可置疑，這是廢時失事的不必要工作程序。只要將各類文件的尺寸、形狀及格式統一，就可以用影印機代替人手處理重覆的抄寫工作。制定整套統一貿易文件及修訂建議的目的正爲着針對及配合此需要。

### 國際性發展

由於一般出口文件都需要跟貨付運，而在貨物運抵目的地時，出口文件又必須經過一番處理編檔程序，因此，很多國家早已意識到：在未達致貿易文件國際標準化的最終目標以前，個別國家必先修訂本國出口文件。瑞典（由一九五五年開始）乃第一個制訂全國標準貿

易文件模式（尤其海運貿易）的國家。稍後，瑞典的北歐隣國亦採用了標準化的商業及官方文件。

時至一九六〇年，當編訂標準貿易文件事宜在聯合國歐洲經濟同盟總部提出討論時，此問題立即引起國際間的注意。隨後，歐洲經濟同盟總部成立了一個特別工作組，專門研究出口文件標準化及簡化的方法。一九六一年十月，該工作組首次召開大會，籲請會員國各自組織國立委員會。自此，出席工作組會議的各國政府及國際機構代表，即負起此項艱巨的工作，致力爲貿易文件擬訂標準模式及設計。其後，該工作組制訂了一套文件標準模式，一般認爲此模式適合所有貿易文件。現今，此標準模式被稱爲「聯合國貿易文件模式索引」。

### 本港發展

早在一九六七年，香港出口商協會已向有關人士提出召開會議，商討簡化香港出口文件可能性的事宜。繼此次會議後，即成立了一個專門工作組。

工作組先就出口商、輪船公司及代理、政府部門、保險公司及其他與香港出口貿易有關各機構所採用的文件，進行研審工作。然後，再詳細分析本港出口文件的資料項目。經過一番研究，証

明了國際A 4號紙張適合大多數港貨出口文件的模式。此一模式被稱為香港總文件表格，此與同系的其他出口文件組成了整套的統一貿易文件（後稱為「香港統一簡化貿易文件」）。

### 整套統一貿易文件 （香港統一簡化貿易文件）

“出口文件”一詞可泛指任何與出口有關的文件，由接獲訂單起以至貨物裝運為止整個階段所需準備的文件都可包括在內。鑒於一般貿易文件上需填寫的資料項目均大同小異，因此，各類出口文件格式予以獨立編排實為謬誤之舉，此乃統一貿易文件格式的原則。在設計文件格式時，每份文件應與其他經常並用的文件同共考慮。在統一整套貿易文件中，各類文件表格應盡可能編印在同號的紙張，並將共同的資料項目編在各類文件的同一位置。

若以此原則來設計表格，就可以將統一貿易文件中所需的基本資料部份紀錄在一份總表格內。總表格內如有任何不必要的細則，可利用現代的特別複印技術在個別文件中省略。此外，總文件上的資料亦可以隨時修改或添增。由一份總表格印製出一整套格式一致的表格，被稱為「一次過印製法」。

### 一次過印製法的優點

目前，出口文件的重覆編寫準備工作一般是由熟練打字員幹的；而按「一次過印製法」，一旦總表格打好及核對完畢後，編寫準備文件的工作就可以由較生手的低薪文員來負責。已採用「一次過印製法」的國家，在編寫準備出口文件工作上可節省大量成本。據有關方面估計：由於國際貿易所需的文件極其繁複，成本高昂，貿易文件的成本平均佔有關貨物總值的百分七點五。以一九七七年度香港的出口業務而言，貿易文件簽發成本總值約相等於三十億港元。因此，應用「一次過印製法」來節省貿易文件成本，對出口商而言實為一大利益。

某些公司對統籌發貨資料的做法是將文件表格分由各部門負責人填寫。應用「一次過印製法」，可以將發貨資料集中統籌，填寫在總表格上，然後，一次過複印在所需全部表格之上。此方法能有效地控制資料處理程序，減少文件傳遞的麻煩；再者，遇有需要查詢時亦可簡易翻查文件檔案的工作。

收件人地址編排在各類文件的同一位置，可方便使用開窗信封，從而節省打字的時間。

所有表格均大小相同（以國際A 4號紙為標準模式），可方便文件編檔、統籌及貯存。

就「一次過印製法」來說，只要查閱總文件上的資料是確實無誤，一次過用機械印製的所有其他文件資料亦可以確保無誤。倘在檢查時發現總文件有錯誤，亦只需更改一份文件，這樣可節省逐一更改全部文件的時間。

目前，不少出口文件仍有填寫得不整齊、不正確和字體潦草的情形發生。為便利使用打字機而編訂的整套統一貿易文件格式，應可鼓勵按文件模式打字。

整套統一貿易文件資料編排一致、基本項目有一定標準位置、文件格式設計與英國及歐洲採用的大致相同，將可提高編寫準備文件的工作效率，及使公司新職員更容易熟習編寫文件程序。此外，亦可簡化本國及海外官方檢查貿易文件的工作。

### 適合一次過印製法的複印方法

目前沿用的文件複印方法甚多，且在成本、技術操作複雜程度及性能方面亦各有不同。某些方法較為適合由一份總文件複印整套統一文件使用。其中，最普遍推薦選用的方法是：

（一）局部碳紙脫印法——凡總文件上有無需複印的資料部份，出口文件都可採用局部碳紙脫印法處理。只要在總文件上打好所有必需的資料，整套的統一貿易文件就可以一次過全部複印好。

（二）蒙片法——蒙片製板法是印刷技術的一種。凡總文件上無需複印的資料部份，都可用蒙片法予以隱藏。此法可確保此部份資料不會在統一的出口文件中複印出來。此法的操作，需製備不透明蒙片，片上具有(i)統一文件的間格(ii)窗孔顯露總文件若干選定部份，然後配入靜電複印機使用，將需要複印的部份一次過印好在其他出口文件上。

在此不宜詳細講述蒙片法操作的技術性資料。

香港貿易簡化委員會屬下的貿易文件與資料成份小組委員會希望能舉辦公開講座，就準備整套貿易文件的一次過印製法，介紹寫字樓儀器的特別用途。寫字樓供應商亦將宣傳此種複印法。此法獲普遍使用，無疑會為他們帶來商業利益。

### 印刷公差

由一份總文件編印整套統一文件需要高度的準確性。因此，印刷商及用戶都必須對一次過印製法的整體概念有明

確的認識，並需知道經印刷的表格如在紙張尺寸或印刷上有超過一毫米的公差，就會完全無效。

整套統一貿易文件的模式均以國際A 4號紙（210毫米×297毫米）為標準。表格上的其他尺寸規定亦同樣重要，其中以表格左手邊的二十毫米空欄及上端的十毫米邊欄的規定至為緊要。

### 香港統一簡化貿易文件 （一九七八年修訂草案）

香港貿易簡化委員會屬下貿易文件與資料成份小組委會，正在着手對建議的整套香港統一貿易文件作第三次重大的修改。此項修改的目的如下：

（一）為適應政府簽證及控制的新措施，及運輸、保險及銀行等商業部門的新規定。

（二）為使香港貿易文件盡量與聯合國（歐洲經濟同盟總部）建議的最新文件格式保持一致。

（三）為審納香港工商貿易界所提出的改進建議。

（四）為避免在每張文件上打字，只須在總表格上一次過打好所有文件，如有附加資料可用選勾空格。

（五）為盡量避免文件參考副本的需要，因為一般文件所需填寫的資料詳情，將在總表格上紀錄下來。

（六）為使用電碼而不致妨礙文件目前使用的書面規格名稱。

香港統一簡化貿易文件（一九七八年修訂草案）共包括十二種工商業及政府文件：(1)商業發票(2)包裝及重量單(3)說明書(4)滙票托收單(5)付運証(6)保險單(7)香港產地來源証(8)出口/轉口報關單（表格二）(9)出口証（紡織品）表格四(10)出口証（新織品）表格五(ii)出口証表格六(12)出口証表格七。

### 版權

香港貿易簡化委員會認為有需要保留「香港統一簡化貿易文件」的印刷版權，但此舉絕無規限的含意。其目的旨在防止印刷商——指未能認識一次過複印操作法需要精確印刷技術的印刷商——印刷貿易文件。香港貿易簡化委員會有意透過版權制度，為將採用統一簡化貿易文件的各界人士提供監察服務，並且，會將經採用香港統一簡化貿易文件的服務機構名單公佈。

「香港統一簡化貿易文件——一九七八年修訂草案」在本會有售，每本港幣五元。



# 本會與世界市場

## 一九七九年度貿易促進計劃

本會與國際貿易委員會於八月召開會議，檢討本年度各區貿易委員會及貿易部的工作進展，並且擬定一九七九年度貿易促進建議計劃，國際貿易委員會由本會副主席紐壁堅擔任主席，會員包括九區貿易委員會主席。

年內，本會共組織了六個貿易團訪問世界各國。下年度本會將再組織八個貿易團到各地訪問，其中有些為採購團、推銷團、銷購團、一個為考察團。一九七九年度貿易促進計劃如下：

二月/三月 訪中東貿易團（與貿易發展局聯合主辦）

二月/三月 訪澳洲及/或巴布亞新畿內亞貿易團

二月/三月 訪英國採購團

三月/四月 採購/推銷團訪問歐洲（行程包括希臘、意大利、奧地利及南斯拉夫）

四月/五月 訪非洲貿易團（行程包括尼日利亞、肯尼亞及坦桑尼亞）

五月/六月 訪亞根廷及智利考察團

八月/九月 栢林海外入口商展覽會（由本會組織香港貿易團前往參展）

十月 訪韓國採購團（參加漢城貿易展覽會）

組織貿易團的計劃需視乎市場情況及本會會員的反應而定。有時，本會會考慮將若干組團計劃取消。另一方面，若鑑於反應熱烈，本會亦將另議組團計劃。

## 貿易諮詢

國際貿易委員會亦檢討了有關貿易諮詢聯絡會員制度的意見調查結果，直至現時為止，本會共收到會員六百一十四份回條，其中三百份贊成繼續以“選擇性”制度處理貿易諮詢，另外三百一十四份則贊成本會將全部貿易諮詢刊於「貿易諮詢」名冊上。該委員會現決定保持及改善現有制度，使所有較明確特別的貿易諮詢得以採用“選擇性”準則處理。此外，委員會亦同意經常檢討貿易諮詢聯絡制度，以盡量適應會員需要。

## 孟加拉貿易團訪問本會

由孟加拉商務部長率領之官方貿易團，於八月廿二日蒞臨本會，會晤南亞太區貿易委員會，商討本港與孟加拉之雙邊貿易及投資機會。

據孟加拉商務部長指出：在該國的木材、傢具、紡織業、糖漿製造及供應

方面，香港都擁有良好的貿易投資機會。

孟加拉吸引海外投資者的有利條件包括：稅務優惠、遣回資金及利潤、無國營規定、專門技工獲簽證特惠等。孟加加工資成本低廉，平均相等於香港工資的五分一左右。

孟加拉輸出的產品種類繁多，包括牲口、魚類及海產、香料、農產品、手工藝品及皮革產品。進口方面，孟加拉有意採購水泥、機械、棉紗及椰油。

## 栢林貿易展覽會

第十六屆「攜手邁進」栢林貿易展覽會已於八月三十日至九月三日舉行。在展覽期間，本港代表團接獲總值逾三萬元的訂單。此外，尚有四至五萬元交易額仍在商議中。參展的三十六間香港公司在攤位展出的產品種類繁多，包括成衣、電子產品、玩具、手錶、旅行用品、鞋類、手工藝品、首飾、文具、聚酯纖維花、銅器、工作手套、閃光燈、廚具及餐具等。

本會為栢林展覽會當局的香港名譽代表，自一九六八年以來，年年組織香港貿易團前往參展。本會貿易部經理陳煥榮乃本屆香港參展團團長。



栢林展覽會中香港攤位



孟加拉貿易團團長（右二）將紀念品致送予南亞太區貿易委員會主席高比。旁觀者為孟加拉駐港貿易專員華利及委員會會員。

# 簡報匯編

## 本會簡訊

### 歡迎新會員

本刊歡迎二十五間公司於八月份加入本會，成為香港總商會會員。(新會員公司名單詳列本期英文版)。本會現有會員共二千一百九十五名。

### 本會任命

本會理事會批准了以下的委任：

天祥香港採購有限公司栢登獲委為中南美洲區貿易委員會會員。利豐(貿易)公司何赤剛獲委為南亞太區貿易委員會會員。香港蜆壳有限公司霍勤獲委為中國區貿易委員會會員。大華行張爾偉獲委為日台韓區貿易委員會會員。Scan-Dutch Ltd. 佐堅信獲委為本會船務委員會會員。

本會理事會會員宋常康先生(合眾五金廠有限公司董事兼總經理)獲委為本會代表，出席政府環境保護諮詢委員會。

本會船務委員會主席李國賢(新興行船務有限公司)獲委任為港府港口事務執行委員會會員。

### 「空氣污染」簡報會

港府保護環境顧問里德博士及其團員於八月廿三日蒞臨本會，主持「空氣污染管制條例修訂建議」的簡報會。出席人士甚眾，包括三十多名工業會員廠商、民政事務、工業事務、紡織及電子業委員會會員。

### 英國海外貿易局主席談世界貿易

英國海外貿易局主席凱瑟活爵士將

於十一月一日星期三，假希爾頓酒店舉行之午餐會席上，向本會會員發表演講。凱瑟活爵士的演講主題為「未來兩年世界貿易展望與英國出口商之貿易機會。」

英國海外貿易局副主席根德公爵及該局總裁威克斯先生，曾於本年三月來港訪問，參加英國工業展覽會。在留港期間，根德公爵曾應邀蒞臨本會發表演講。

## 刊物

### 中東國家公司指南

最近出版的兩本公司指南：「阿拉伯國家主要公司指南1978/79」及「伊朗主要公司指南1978/79」，提供了有關中東國家各大公司的最新綜合性資料。這兩本指南共載備六千間主要公司的基本資料，及二萬位高層工商業人士的背景簡介。其內容包括每間公司的業務狀況、代理、地址、財政報告、董事、高級行政人員、銀行及股東資料。上述兩部指南，在Graham & Trotman Ltd. 有售，前者售價為廿六英鎊(包括郵費在內)，後者售價為十八鎊五仙令。查詢洽購地址：14 Clifford St., London W1X 1RD.。

### 塞浦路斯指南

塞浦路斯工商總會宣佈其一九七八年度指南經已出版。此部指南內容豐富，載備有關塞浦路斯島之經濟、工業、旅遊、貿易及其他經濟業務的最新資料，並詳列出口商、工業廠商及入口商的機構名稱及產品名目。

上述指南在塞浦路斯工商總會有售，每本售價二十美元(包括郵費在內)。該會地址為：Cyprus Chamber of Commerce & Industry, P.O. Box 1455, Nicosia, Cyprus。

## 其他消息

### 英工業聯會獎學金獲獎人

獲英工業聯會頒贈海外獎學金、刻正在英國受訓的其中一位香港工科畢業生，最近曾致函本會，提及本港得獎學生的近況。來函報說：約有一百名英工業聯會海外獎學金得獎學生，(來自世界各地)，參加七月份在倫敦舉行的週年大會，其中本港得獎學生出席人數甚眾。

本會為英國工業聯會之香港代表，負責為該會海外獎學金安排本港提名遴選事宜。申請獲頒贈獎學金者，可前赴英國深造，一切費用由該會提供。該獎學金計劃旨在使海外工程人才能在英國工廠或工業邨接受最佳實習訓練。

留英獎學金贈予香港已具相當工程學歷(各科)之人士，赴英實習深造。此項獎學金為期數月至一年半不等，分為兩類，甲類頒予年青工程師(具備一年至四年工作經驗)，乙類頒予五年以上經驗之資深工程師。

本會現正接受一九七九/八〇年度英工業聯會留英獎學金之申請。

### 「亞洲的教育與發展」會議

香港專上學生聯會和亞洲學生協會將於今年十二月，聯合舉辦亞洲專上教育研討會，主題定為「亞洲的教育與發展」。學聯和亞洲學生協會計劃邀請更多亞洲學生代表前來參加，此外，歐洲、非洲及拉丁美洲國家的學生代表亦被邀請參與此一盛會。港大校長黃麗松博士，及理工學院院長李格致博士已答允出任大會顧問。

目前，龐大的經費是學聯和亞洲學生協會面臨的最大難題。電影首映「Something for Joey」是該籌委會計劃中的籌款活動之一，電影將於九月二十日晚上九時三十分在香港利舞台作首次公映。該籌委會歡迎各界人士到來欣賞，並支持這個即將舉行的「亞洲的教育與發展」會議。



港府保護環境顧問里德博士在聯委會會議席上，主持「空氣污染管制條例修訂建議」簡報會(八月廿三日)。

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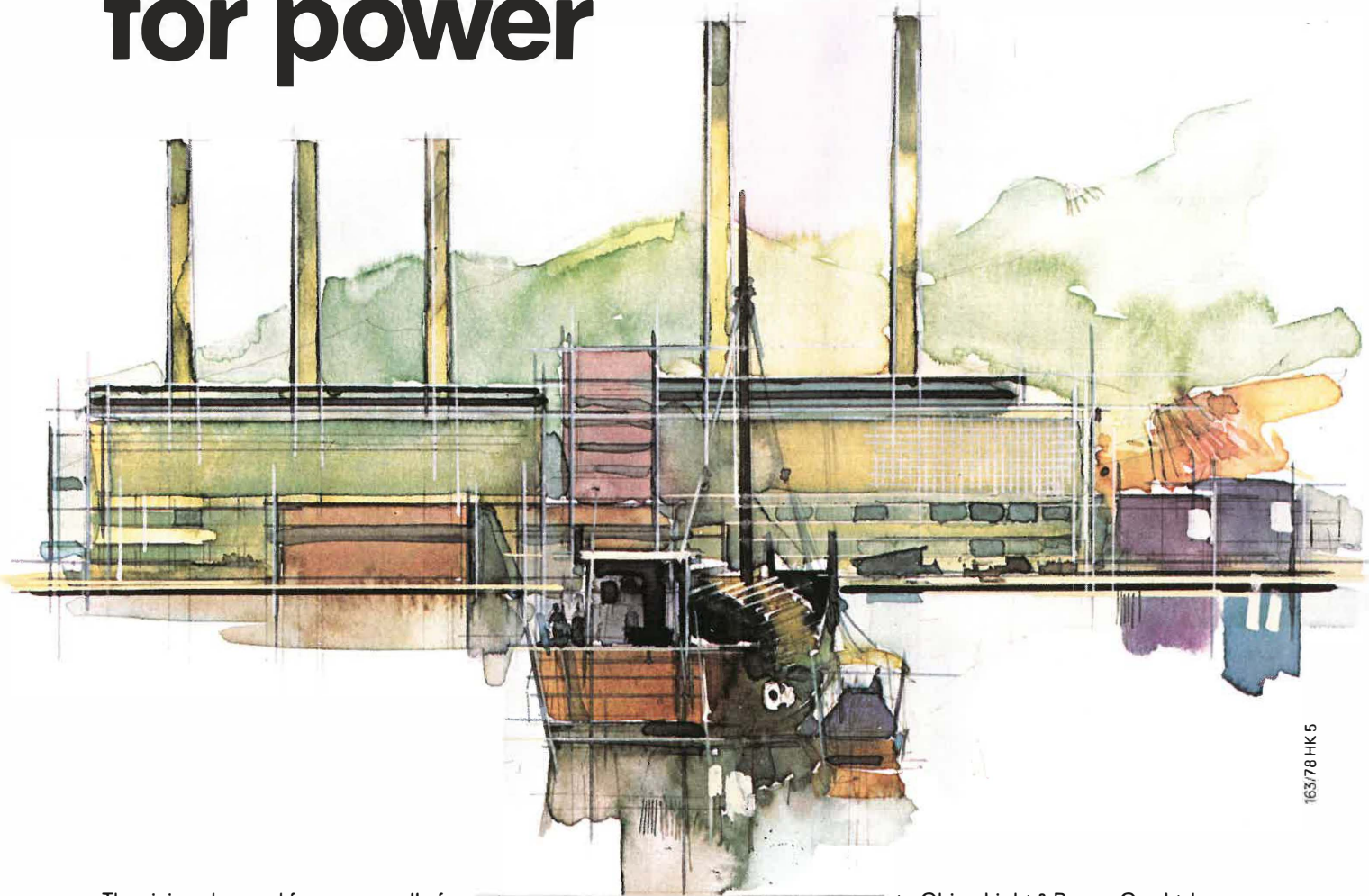
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# SIEMENS

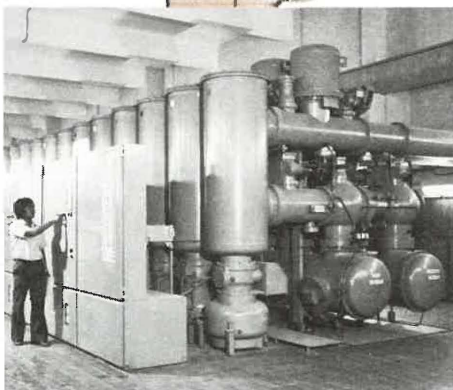
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