

Institute of Big Data Governance (IBDG)

Term of Reference

1. Objectives of IBDG:

- 1.1. Establish Hong Kong as an international data hub, and to foster Hong Kong's high value-add proposition globally by promoting good self-governance for the Big Data industry.
- 1.2. Research and publish best practices on data governance.
- 1.3. Establish data governance principles for the Institute.
- 1.4. Foster self-regulations and provide oversight on members' adherence to governance principles established by the Institute.
- 1.5. Provide a neutral, open Big Data industry forum through which big data users, regulators, and governments can collaborate and promote the development of the Big Data industry in Hong Kong and other economies.
- 1.6. Act as a conduit between Hong Kong Big Data industry and overseas jurisdictions in the development of Hong Kong as an international data hub.
- 1.7. Facilitate innovation and technological development through the effective and proper use of Big Data.
- 1.8. Facilitate the development of Big Data professionals in Hong Kong.

2. Core functions of IBDG:

- 2.1. Promote and raise the awareness of good data governance.
- 2.2. Define data governance principles and best practices for members to follow.
- 2.3. Facilitate cross-border data flow by devising a data governance audit/assessment scheme and liaising with governments to develop mutually acceptable assessment criteria for enabling cross-border data flow.
- 2.4. Maintain a Registry of Certified Members that have carried out data governance audit/assessment in accordance with the principles set out by IBDG
 - 2.4.1. While IBDG will provide the data governance principles and best practices for members to follow, and also maintain the registry of certified members, IBDG will not act in the auditor/assessor capacity to audit/assess the members. Where there is a complaint received about a member, IBDG may review the case and consider disqualifying the member, and/or removing the member from the Registry of Certified Members, if significant non-compliance is evidenced.
- 2.5. Liaise with other jurisdictions to seek for waiving or simplifying procedures for cross-border data flow policy where the data volume is below a certain threshold, with the objective to help speed up the development of innovative projects.
- 2.6. Explore various scenarios / experience from different industries in identifying cross-border data challenges.
 - 2.6.1. The initial four industries to be focused are Financial Services, Healthcare, Retails, and Logistics

3. Council structure of the IBDG

- 3.1. **Council** is the highest governing body of IBDG; composes of

- 3.1.1. Chairman
- 3.1.2. Vice-Chairman (*maximum of 3*) and Honorary Vice-Chairman (*maximum 3*)
- 3.1.3. Council members (*maximum of 15*)
- 3.1.4. At Council meetings, motions are passed by equal voting rights. Chairman has a casting vote.
- 3.2. The term for the Council shall be 3 years. Each can serve for a maximum of 2 terms for the same position.
- 3.3. **Committee:** The Council can set up various Committees to serve different purposes with defined scope of delegations of power; each Committee will be Chaired by a Council members. Committee members shall be experts on its own domains and can be members of IBDG or co-opted from outside.
- 3.4. **Executive Committee:** An Executive Committee consisting of the Chairman, Vice-Chairmen, Secretary, and Treasurer shall be formed. The Executive Committee will oversee day-to-day operations and administration of the IBDG between Council meetings.
- 3.5. **Honorary Advisors** are individuals nominated by the Council for a term determined by the Council, and they are generally individuals with very high social standings in Hong Kong, Greater China and globally, who can help to IBDG with its objectives and build the reputation of IBDG
- 3.6. **Advisors** are individuals nominated by the Council for 3-year term, and they are generally individuals who are very well recognised experts with excellent social standings and domain know-how in Hong Kong, Greater China and globally, who can help to guide the development of IBDG
- 3.7. **Honorary Vice-Chairman:** Individuals who have made significant contributions (financial or otherwise) to IBDG may be nominated by the Executive Committee as Honorary Vice-Chairmen. Honorary Vice-Chairmen serve ongoing 3-year renewable terms.
- 3.8. **Convenor of Advisors** is a council member nominated by the Council
- 3.9. **Nomination and Election**
 - 3.9.1. Election of new Chairman:
The immediate past Chairman, who served 2 terms or decided not to serve for the second term, shall elect the next Chairman from the Vice-Chairmen of the immediate past Council.
 - 3.9.2. Election of new Vice-Chairman:
A three-person Nomination Committee, comprising Chairman and two past-Chairmen, shall be formed to make nominations of candidates from immediate past Council, and to be adopted by majority votes by the whole Council present in the election meeting; proxy can be used for those who are not present.
[Under the case that there are no 2 past-Chairmen, the Nomination Committee shall comprise the Chairman and other Vice-Chairman/Vice-Chairmen selected by the Founding Chairman.]
 - 3.9.3. Election of new Council members:
Current council members can nominate for new council members who must be a Fellow Member. A three-person Nomination Committee, comprising Chairman and two past-Chairmen, shall be formed to make selection, and to be adopted by majority votes by the whole Council present in the election meeting; proxy can be used for those who are not present.

Under the case that there are no 2 past-Chairmen, the Nomination Committee shall comprise the Chairman and other Vice-Chairman/Vice-Chairmen selected by the Founding Chairman.

3.9.4. Election of Honorary Vice-Chairman:

Candidates for Honorary Vice-Chairman shall be nominated by the Executive Committee for approval by the Chairman. Honorary Vice-Chairmen are appointed upon approval by the Chairman.

4. Members

4.1. Number of Members

4.1.1. The membership of IBDG is unlimited.

4.2. Classes of Membership

4.2.1. The membership of IBDG shall consist of Individual members, Founding members, Fellow Members, and Corporate Members.

4.3. Individual Members

4.3.1. An Individual member shall be member of IBDG acting in personal capacity and accepted by the Membership Committee (to be established by the Council).

4.3.2. The Founding Members shall be Individual members of the first Council.

4.3.3. The Council may elect any member of distinction or one who has rendered outstanding service to IBDG as a Fellow Member subject to that member's consent. Fellow Members shall be entitled to the ordinary privileges of membership but not confined to the right to vote at general meetings. They shall hold office unless and until they resign by notices in writing. They shall not be required to pay fees or otherwise contribute to the funds of IBDG.

4.4. Corporate Members

4.4.1. A Corporate Member shall be member of IBDG accepted by the Membership Committee (to be established by the Council).

4.4.2. When a Corporate Member pledges to the "Data Governance Principle" published by IBDG, and which updated from time to time, it becomes a Pledged Corporate Member.

4.4.3. A Pledged Corporate Member can also choose to engage an independent third party auditor approved by IBDG to conduct an independent assessment based on principles and criteria established by IBDG, and upon submission of a unqualified independent assessment report to IBDG for registration, it will become a Certified Corporate Member. IBDG reserves the right to review compliance of its Certified Corporate Members to determine their eligibility.

4.5. Application

4.5.1. Each allocation for membership shall be made to the Membership Committee in a form to be provided by IBDG, duly completed as regards all particulars therein required, and shall be accompanied by a remittance in payment of such entrance fee and/or annual subscription as may be determined by the Council.

4.6. Admission

4.6.1. The Council shall have absolute discretion in respect of each person or corporate proposed for election as a Member to decide conclusively whether the person or corporate has or has not fulfilled the conditions applicable. The decision of the Council is final and shall not be subject to any appeal.

APPENDIX 1 – Honorary Advisors and Advisors, and Founding Council (2023-2025)

Advisors

Mr. Stephen WONG (Privacy Commissioner for Personal Data)

Mr. Simon CHAN, JP, Chairman, Hong Kong Internet Registration Corporation Limited:
Executive Director and Chief Executive, Nanyang Commercial Bank; Chairman of the Board
of Directors, Cyberport Management Company Limited

Mr. Raymond CHENG, Former Chief Operating Officer, HSBC

Mr. Hugh CHOW, Former CEO, Hong Kong Applied Science and Technology Research
Institute (ASTRI)

Mr. Victor Lam, Former Government Chief Information Officer

Mr. Ducan Chiu, President, Hong Kong Information Technology Joint Council (HKITJC)

Chairman

Ir. Allen YEUNG, former Government CIO

Convener

Mr. Herbert CHIA, Venture Partner of Sequoia Capital China

Vice Chairman

Mr. Vincent CHAN, Partner (Advisory Services), EY

Mr. Rocky CHENG, General Manager of Information Technology, BOC (HK)

Mr. Herbert CHIA, Venture Partner of Sequoia Capital China

Honorary Vice Chairman

Ms. Sulin Ni, Founder and CEO, Kuai Niu Group

Founding Council Members (In alphabetical Order)

Mr. Albert WONG, Chief Executive Officer, HKSTP

Ms. Cally CHAN, General Manager (Hong Kong and Macau), Microsoft

Dr. CP WONG, Chairman, HK Society of Medical Informatics

Mr. Edward CHEN, Chief Operating Officer, Greater China, SAP Hong Kong Co. Limited

Mr. Gary YEUNG, President of Smart City Consortium

Mr. Leo LIU, General Manager (HKT Region), Alibaba Cloud

Mr. Norman TAM, General Manager, International Business, Tencent

Mr. Sean YAO, VP Public Policy, Greater China, AWS

Ms. Selina LAU, General Manager, HK Federation of Insurers

Mr. Yam Ki CHAN, Cloud Public Policy (Asia Pacific), Google

Executive Committee

Secretary General : Argon Ho

Treasurer : Adam Au

Secretariat : TBH

Each company will have one member represented in the council (on his/her personal capacity); each can nominate an alternative council member.