

Use of Government Secretariat (GS) Press Card

GS Press Card

- (1) The holder is required to display the GS Press Card prominently on entering and at all times while inside the CGO. It entitles the holder access to the press room in the Main Wing, and the two designated press areas in the Main Wing and West Wing lobbies. The holder must not carry out any activity which will affect the normal operation or the safety of the people within the CGO.
- (2) The responsible media organization employing the holder should inform and return the GS Press Card to the Administration Wing at 7/F, Central Government Offices, West Wing, 11 Ice House Street, Hong Kong (tel. no. 2810 2827) once the holder has no operational need to work from the Central Government Offices to cover news reporting duties, or when the media organisation ceases the employment of the holder.
- (3) The GS Press Card is the property of the Administration Wing and must be returned upon the latter's request. Otherwise, the Administration Wing will normally renew the GS Press Card once every three years.
- (4) Any defacement or alteration of information contained in the GS Press Card renders the Card invalid.
- (5) The holder or the holder's employer should report any loss of the GS Press Card to the Administration Wing on 2810 2827.
- (6) In attending media events held in other venues in the CGO, the holder is subject to paragraphs (2) and (3) in the following 'media arrangements' as applicable to all other press members.

Media Arrangements

(1) Designated press areas

The CGO press room is at the Main Wing, G/F and the two designated press areas at the Main Wing and West Wing lobbies respectively. They are available for use by the media from 7:30 a.m. to 7:30 p.m. on working Mondays to Fridays. They are normally not open at other times, including Saturdays, Sundays and public holidays.

To facilitate media reporting, media stand-ups are held at the two designated press areas or the CGO press room. Reporters should conduct interviews or other media activities at the press areas or press room and not at the CGO compound carpark or its driveway for the sake of safety.

(2) Interview/ briefing in the CGO

Media representative(s) who has made a prior appointment for interview with, or who attends a press briefing by a government official at an office or conference room in the CGO, should contact the Press Secretary or Secretariat Press Office concerned. The relevant Press Secretary or Secretariat Press Office will make the necessary arrangements to receive the media representative(s).

(3) Press conference/ media event at the New Annexe, Main Wing, CGO

The organising office will inform media representatives of the registration arrangements pertaining to a press conference/ media event to be held in the Conference Hall in New Annexe, Main Wing, CGO.

Administration Wing
Information Services Department
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