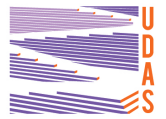




平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



2024/25
通用設計嘉許計劃
Universal Design Award Scheme



For Details:



Application opens on 1 February 2024

☎ (852) 2511 8211 ✉ UDAS@eoc.org.hk 🌐 <https://www.eoc.org.hk/zh-hk/udas>

Supporting Organisations (in alphabetical order)



建築署
Architectural Services
Department



屋宇署
BUILDINGS
DEPARTMENT



中華人民共和國香港特別行政區政府
發展局
Development Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China



HONG KONG
HOUSING SOCIETY
香港房屋協會



香港中小型企業聯合會
HONG KONG SMALL AND MEDIUM ENTERPRISES ASSOCIATION



物業管理業監管局
PROPERTY MANAGEMENT
SERVICES AUTHORITY



香港建築師學會
The Hong Kong Institute of Architects



THE HONG KONG
INSTITUTION OF ENGINEERS
香港工程師學會



THE HONG KONG INSTITUTE OF
SURVEYORS
香港測量師學會
Inheriting HKIS Values 傳承·專業價值



40
ANNIVERSARY
市區重建局
URBAN RENEWAL
AUTHORITY

A. Background

The Equal Opportunities Commission (EOC) is committed to promoting equal opportunities and eliminating discrimination. We believe equal access to different premises is essential for everyone to fully participate in society.

As such, the Universal Design Award Scheme 2024/25 (UDAS) is introduced with the aims to promote the values of equal opportunities, diversity and inclusion in order to create an environment that is accessible and usable by everyone, regardless of age, ability and status in life. The application of universal design principles in our built environment allows users with diverse needs to access different premises and enjoy the goods, services and facilities independently.

UDAS recognises companies and organisations with outstanding performances and contributions in providing an accessible built environment and encourages the wider adoption of universal design for people with all abilities, including but not limited to persons with disabilities, elderly, carers, pregnant women, and families with children.

B. Objectives

1



To enhance public awareness and understanding of the importance of Universal Design (UD) principles by promoting the benefits of adopting UD in buildings and infrastructure to create an inclusive and enabling environment.

2



To recognise and honour organisations which have integrated UD principles into their premises and practices so as to motivate other organisations in starting and continuing their efforts in increasing accessibility for all.

3



To provide a platform for sharing of good practices and innovative approaches in creating an inclusive environment with a wider community so as to foster innovation and excellence in UD.

4



To encourage organisations that face challenges in achieving universal accessibility now to show their commitment in implementing actionable goals.

C. What is Universal Design?

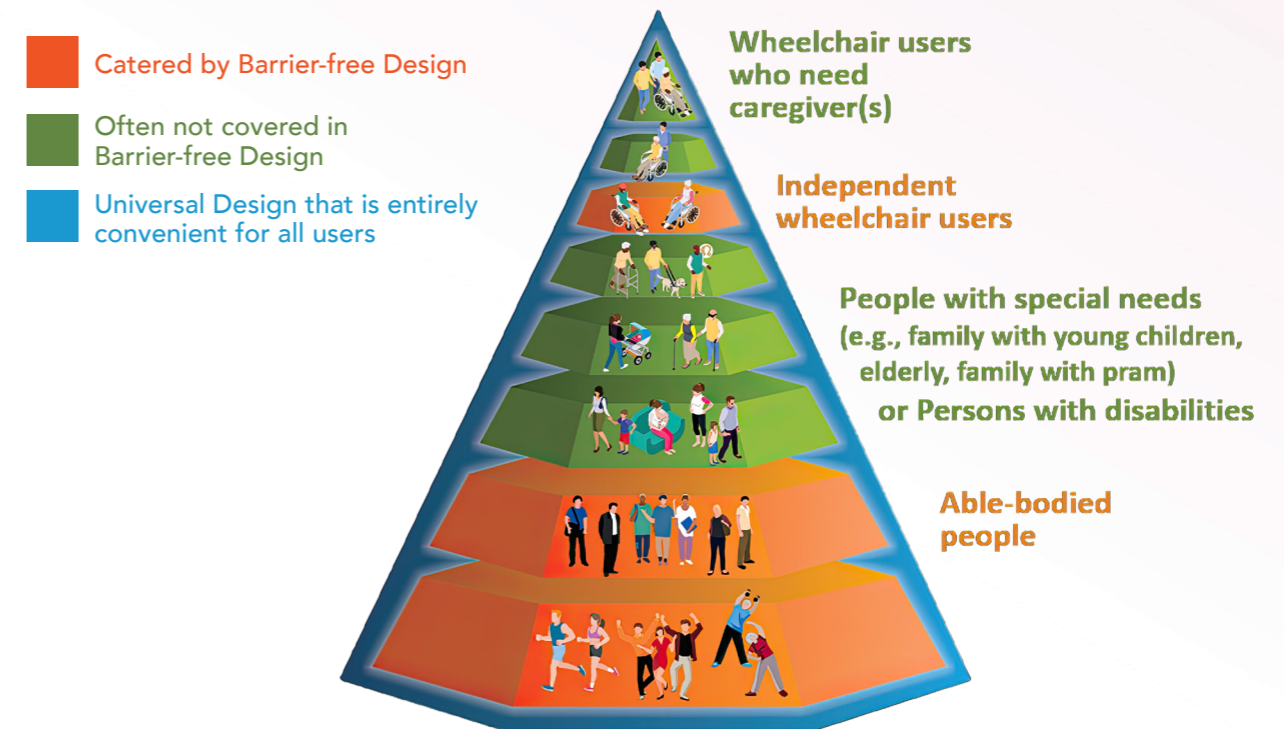


Universal Design goes beyond the concept of Barrier-free Design, aiming to broaden the applicability of user-centred design for the widest spectrum of users.

Universal Design is a concept to be adopted from the earliest stages of the design process, not as mere compliance with building-related regulations. It aims to create products and environments that are accessible and usable by everyone. Ideally, the outcome of applying the principles of universal design would provide an entirely convenient environment for all users.

Universal Design Pyramid¹

The Universal Design Pyramid denotes the level of independency of a person, from fit and agile people to people who need carers when they go out. Barrier-free Design is incorporated in most buildings in Hong Kong, but it does not fully address the needs of different groups of people as portrayed in the Universal Design Pyramid. By using Universal Design, an appropriate balance can be found to meet the needs of all users.



¹ Goldsmith Selwyn (2000). *Universal Design: A Manual of Practical Guidance for Architects*. Retrieved from https://archive.org/details/UNIVERSAL_DESIGN/page/n15/mode/2up

D. Eligibility

1. Applicant

Sole proprietors, partnerships, companies and organisations from the public or private sector are welcome to apply for UDAS. Applicants should own, manage or occupy premises situated in Hong Kong in the following capacities:

- Property Owner
- Developer
- Property Management Company
- Occupant/Tenant

i. Commercial enterprises:

Sole proprietors, partnerships or companies must possess a valid certificate of incorporation, a certificate of registration of a limited partnership (in the case of a limited partnership fund) and/or business registration certificate, and other incorporation documents as applicable.

ii. Non-profit-making organisations:

- Chambers of commerce
- Professional bodies
- Non-governmental organisations (NGO), clubs and associations, either registered as a society under the Societies Ordinance (Cap. 151) or incorporated under the Companies Ordinance (Cap. 622)
- Charitable institutions exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)

The above Applicants must possess a valid certificate of registration and/or other supporting documents as applicable.

iii. Government departments and statutory bodies

2. Application Categories

The UDAS has five Application Categories as follows:



Shopping Malls and Retail Spaces



Office Buildings and Office Spaces



Restaurants



Buildings and Sites with Recreational, Sports or Cultural Purposes



Revitalised Sites

Below are examples of premises and potential applicants for each Application Category.

	Application Categories	Examples of Premises	Examples of potential Applicants
1	Shopping Malls and Retail Spaces	<ul style="list-style-type: none"> • Shopping Malls of all size • Shops inside a shopping mall or street-level shops (街舖) 	<ul style="list-style-type: none"> • Developer • Property Management Company • Property Owner (e.g., shops owning the retail space) • Occupant/Tenant (e.g., shops leasing the retail space)
2	Office Buildings and Office Spaces	<ul style="list-style-type: none"> • Office Buildings of all size • Office area owned or rented by small and medium enterprises (SME) or larger companies 	<ul style="list-style-type: none"> • Developer • Property Management Company • Property Owner • Occupant/Tenant (e.g., businesses, NGOs, government/statutory bodies leasing the office space)
3	Restaurants	<ul style="list-style-type: none"> • Branches of restaurant chain • Chinese restaurants • Cha chaan teng (茶餐廳) • Noodle Shops (粉麵店) 	<ul style="list-style-type: none"> • Property Owner (e.g., restaurant operators owning the premises) • Occupant/Tenant (e.g., restaurant operators leasing the premises)
4	Buildings and Sites with Recreational, Sports or Cultural Purposes	<ul style="list-style-type: none"> • Private: cinemas, private clubs, theme parks • Public: Sports centres, libraries, museums, theatres • Non-profit-making organisations' centres for members' activities 	<ul style="list-style-type: none"> • Property Owner (e.g., Government owning the public parks; recreational clubs owning the club premises) • Occupant/Tenant (e.g., NGO leasing the cultural and recreational premises)
5	Revitalised Sites	<ul style="list-style-type: none"> • All kinds of revitalised sites 	<ul style="list-style-type: none"> • Developer • Property Owner (e.g., social enterprises owning the revitalised site) • Occupant/Tenant (e.g., NGO managing the premises)

Points to note:

1. The above examples of premises and potential applicants are non-exhaustive.
2. Each application is based on the name of business and address of relevant premises.
3. Each application shall pertain to one Application Category only.
4. Companies or organisations which own, manage or occupy multiple premises may submit multiple applications.
5. Joint application for the same premises (e.g. application jointly made by the property owner and property management company) is allowed, but a primary applicant must be identified and be responsible for matters related to the application.
6. For a larger site with multiple occupants/tenants, each occupant/tenant may submit their own application under the applicable Application Category.

Example: Restaurant A and Clothing Store B are both tenants in Shopping Mall C. All three entities are welcome to submit separate applications. As a restaurant operator, Restaurant A may make one application for UDAS under the "Restaurant" category. Both Clothing Store B and Shopping Mall C may apply individually under the "Shopping Malls and Retail Spaces" category.

E. Assessment Process



F. Assessment Criteria

1. Self-assessment

- i. A comprehensive checklist of around 100 items will be provided. Applicants are required to check off the list based on availability of accessible facilities or services within the premises.
- ii. Applicants can also describe their innovative or special design(s) and service(s) to enhance the experience of different users.

- iii. Applicants are required to fill in the net floor area of the premises for the Judging Panel to consider.
- iv. Applicants are highly encouraged to submit photos or videos visualising the universal design provisions in the premises for the Judging Panel to consider.
- v. Below are some examples of the checklist items. Applicants are not required to fulfil items listed in all areas. Please refer to <https://www.eoc.org.hk/en/udas/application/criteria> for the full list.

Area	Examples
Access	<ul style="list-style-type: none"> • Unobstructed passageway can reach at least 800mm in width per request • Door mat is fastened or installed directly on the floor
Door	<ul style="list-style-type: none"> • Button-controlled or motion activated automatic door at entrance/exit • Doors are lightweight to push or pull
Service	<ul style="list-style-type: none"> • Accessibility training for staff • Wheelchair lending service
Furniture and fixtures	<ul style="list-style-type: none"> • At least one service counter with height not exceeding 750mm • Waiting or resting area with seats
Business-specific components	<ul style="list-style-type: none"> • Menu or other written information is supplemented with pictograms, images, or photos • Wheelchair space in auditorium/theatres/concert halls
Signage and wayfinding	<ul style="list-style-type: none"> • Large and clear font (e.g., Sans serif fonts such as Arial, Helvetica) • Lighting for emergency exit directional signage
Toilet	<ul style="list-style-type: none"> • Accessible toilet is not locked while unoccupied • Emergency alarm or call bell in accessible toilet
Lift	<ul style="list-style-type: none"> • Lift control buttons have braille or tactile markings • Lift's button panels are accessible between 900mm and 1200mm • Audible signal announcing level of floor
Ambience	<ul style="list-style-type: none"> • Adequate illumination (at least 85 lux) and not flickering • Screened fluorescent light fittings
Parking	<ul style="list-style-type: none"> • Accessible parking space for persons with disabilities • Family-friendly parking space

2. Site Audits

Random site audits will be conducted by the EOC to verify and stock-take the Universal Design (UD) provisions in different premises. Unless visits to the premises require prior registration, random site audits will be conducted without prior notice.

Photos and videos submitted during the self-assessment process or taken during site audit may be showcased in the Award Presentation Ceremony if appropriate. Information collected during the self-assessment and site audits will be used for the purpose related to the UDAS only.

G. Categories of Award & Judging Criteria

Each of the awarded entity will be presented with a **UDAS decal** and a **Certificate of Recognition**.

- **Bronze Award:** Premises with 15 to 24 UD provisions on the checklist.
- **Silver Award:** Premises with at least 25 UD provisions on the checklist.
- **Gold Award:** Premises with at least 45 UD provisions on the checklist and obtaining 50 marks or above in the below **judging criteria**. If the marks are below 50, the Judging Panel reserves the right to grant the application with a Silver Award.
- **Special Recognition Award:** Premises with excellent UD provisions and fulfilling the below **judging criteria**, regardless of the net floor area of the premises.

Judging Criteria:

- Description of facilities or services provided in the premises covering the dimensions specified in the marking scheme.
- Supporting materials such as photos, videos, description of the design, etc. of the premises are required for the Judging Panel to consider.

Marking Scheme:

Judging Criteria	Attributes	Weighting (%)
Spectrum of users	The premises provide different kinds of facilities, services and perceptible information that can cater the needs of a wide range of users.	30
Equitable use	The design of the premises provides the same means of use for the widest spectrum of users and avoids segregating or stigmatising any users by minimalising labelling of disability, elderly, etc.	20
Safety and low physical effort	The facilities in the premises can be used safely, and with low physical effort.	20
Overall accessibility	The overall design of the premises allows for easy access to facilities, services and information throughout different areas and floors.	20
Innovation	The design or services of the premises are considered innovative, or in sync with accessible technology, whether in the design, architectural or information technology field, service industry or society.	10

H. Judging Panel

- A Judging Panel will be formed for each Application Category. The composition of the Judging Panel includes representatives from the EOC Board, government bodies, professional associations and non-governmental organisations.
- The EOC will take all necessary precautions to ensure a fair judging process. Declaration of a conflict of interest for judges will be in place to ensure fairness during the process.
- The decision of the Judging Panel will be made based on the information submitted by the applicants and information gathered by the EOC before the judging process.
- The decision of the Judging Panel will be final and absolute.

I. Application Method

- Interested parties can submit their applications to the EOC through any of the following methods:
 - By online application: <https://www.eoc.org.hk/en/udas/application/application-form> or
 - Fill out the application form and send to EOC by email: UDAS@eoc.org.hk
- Applicants should ensure that all information provided in the application form is true and accurate.
- The EOC may request additional information and supporting documents during the assessment process for verification purposes.

J. Deadline

Application will be closed at 5 p.m. (Hong Kong Time) on 15 April 2024.

K. Result Announcement

Notification to all applicants will be sent via email by September 2024.

Please refer to our website at <https://www.eoc.org.hk/en/udas> for latest information.

L. Universal Accessibility Pledge

To encourage premises which encounter hardships in retrofitting existing facilities to meet accessibility standards, the Universal Accessibility Pledge (UA Pledge) is introduced for these premises to show their commitment in actualising an enabling environment. In addition, premises that are not eligible for applying for the Award are also welcome to join the UA Pledge and share their innovative design(s) (if any) with wider community.

For details, please refer to our website at <https://www.eoc.org.hk/en/udas/application/UA-pledge>

M. Award Presentation Ceremony

- The Award Presentation Ceremony will be held in October 2024.
- Award winners should actively participate in the Award Presentation Ceremony and all publicity activities to share their good practices.

N. Key Dates

23 January 2024	Briefing session I
1 February 2024	Open for application
13 March 2024	Briefing session II
15 April 2024	Application deadline
May 2024 – July 2024	Site audits
August 2024	Selection by Judging Panel
September 2024	Result announcement
October 2024	Award Presentation Ceremony

O. Notes for Applicant

1. Applicants shall provide assistance to the EOC throughout the application period and shall participate in the site audits unless the EOC considers that a legitimate reason has been provided for the refusal.
2. The EOC will publish the list of winning premises containing the names of companies or organisations through its website, publications, social media platforms and other channels.
3. The winning premises are authorised to use the UDAS Logo at their sites or promotional materials during the validity period of 2024-25. The EOC reserves the sole right to terminate or modify the right of award winners to use the UDAS Logo. In the event of dispute, the decision of the EOC shall be final and binding.
4. The UDAS and the results thereof shall not in any way affect or prejudice the EOC's exercise of its statutory functions and powers under the four anti-discrimination ordinances, including but not limited to the investigation of complaints.
5. Personal data provided by the applicants will be used by the EOC for the purpose of communication and promotion related to the UDAS. If the applicants wish to access or correct any personal data or there is any change in person-in-charge, please contact the EOC at 2511 8211 or email to UDAS@eoc.org.hk.