

# HKICON

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Hong Kong Institute of Architectural Conservationists

香港建築文物保護師學會

## Conservation Awards 2024

### NOMINATION KIT

#### 1. Objective

The HKICON Conservation Awards (the Awards) recognise efforts by local professionals to conserve built heritage and showcase standards of best practice in the field of heritage conservation in Hong Kong and overseas.

#### 2. Award Categories

2.1 Each entry shall be made under one of the following three award categories:

(a) Restoration

A restoration project is one that involves repair and maintenance to return a heritage building (interior and/or exterior) or site back to its original architectural splendor for the same use for which it was originally designed.

(b) Adaptive Reuse

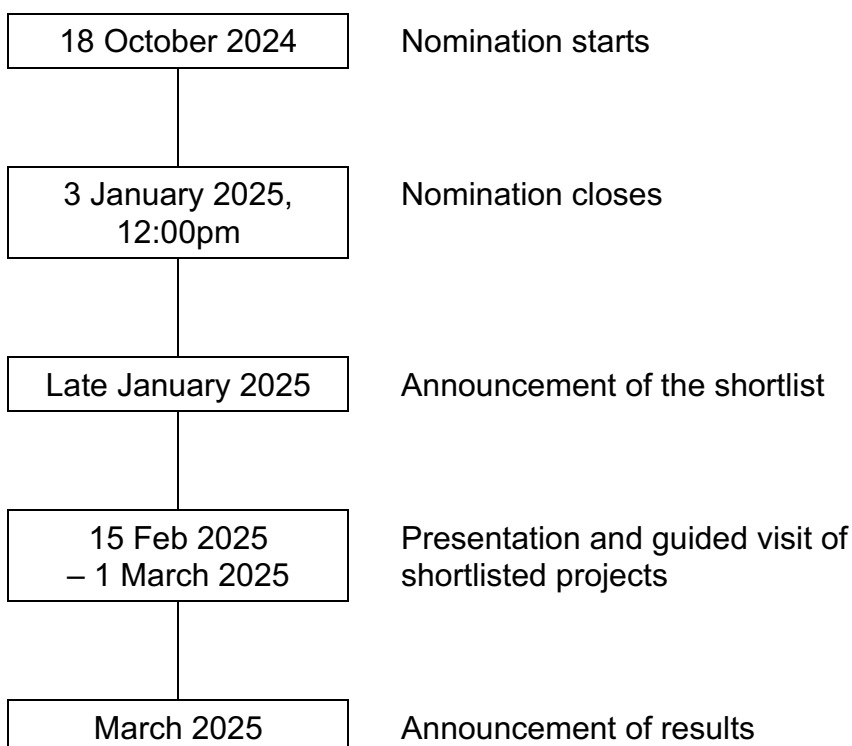
An adaptive reuse project is one that involves a new use of a heritage building (interior and/or exterior) or site, and may include new addition, modification, and restoration to render a heritage building or site suitable for a new functional purpose that is different from its original use.

(c) Interpretation

An interpretation project is one that involves means of interpreting the heritage information of a heritage building (interior and/or exterior) or site for the general public, such as in the form of a permanent or temporary exhibition, an interpretation centre, or a small museum attached to a heritage site or building, or other electronic means.

2.2 Multiple entries of a particular project under different categories are permitted.

### 3. Key Dates



### 4. Nomination Fee

4.1 The nomination fee for each entry under any of the award categories is as follows:

<b><i>Applicant</i></b>	<b><i>Nomination Fee per entry</i></b>
HKICON members	HK\$ 5,000
Non-members	HK\$ 7,000

4.2 Payment of the nomination fee shall be made to the Hong Kong Institute of Architectural Conservationists through FPS (ID no. 106983752). The applicant's name shall be indicated in the FPS payment. The payment reference number shall be entered in the Nomination Form.

4.3 The nomination fee is not refundable once the payment is made. Any entry for which the nomination fee is not paid in full will not be accepted.

## 5. Eligibility

### 5.1 Applicant Eligibility

- (a) Only individuals or organisations meeting the requirements set out in **Table A** are eligible to submit an entry. The applicant shall have been directly involved in the project of the entry.
- (b) Each eligible applicant may submit one or more entries.
- (c) Each entry submitted by a non-member applicant shall be nominated by at least two HKICON professional members and/or fellows, who are not affiliated with the project of the entry. The submission shall be accompanied by the nominators' reference letters.

### 5.2 Project Eligibility

- (a) Entry to the Awards is restricted to projects meeting the eligibility requirements in **Table A**.
- (b) The entry project must be, in the case of the "Restoration" and "Adaptive Reuse" categories, officially completed or, in the case of the "Interpretation" category, officially launched within the period of **1 October 2021 to 18 October 2024** (both dates inclusive). The submission shall be accompanied with documentary proof of the project completion or launch.
- (c) Each project must be an individual entry that can be submitted only once for each of the award categories of the Awards. Entries that have been previously submitted under a particular award category are not eligible for resubmission under the same category unless invited to do so by the Jury Panel, or unless substantial additional conservation works have been carried out since the previous submission.

5.3 Non-compliance with any of eligibility rules and conditions in this Clause will lead to disqualification. The Council of HKICON reserves the ultimate right to make final and non-disputable decisions on the eligibility of all applications.

<b>Table A: Eligibility Requirements</b>		
	<b>Award Category</b>	
	<b>Restoration and Adaptive Reuse</b>	<b>Interpretation</b>
<b>Applicant eligibility</b>		
▪ HKICON fellows, professional members, associate members, or corporate members	Eligible	Eligible
▪ All other HKICON members	Not eligible	Eligible
▪ Non-members	Not eligible	Eligible
<b>Project eligibility</b>		
▪ Located <b>within</b> the Hong Kong Special Administrative Region	Eligible	Eligible
▪ Directly related to the context of and launched in the Hong Kong Special Administrative Region	Not applicable	Eligible (applicable to electronic means)
▪ Located <b>outside</b> the Hong Kong Special Administrative Region	Eligible	Not eligible

## 6. Submission Requirements

- 6.1 All submissions shall be emailed to [admin@hkicon.org](mailto:admin@hkicon.org), and must be received by the administrator of HKICON by the nomination deadline stated in Clause 3.

Applicants are advised to allow sufficient time for transmission of their submissions before the deadline. HKICON shall not be held liable for any losses, damages, costs, or expenses incurred or suffered by the applicant as a result of any delay, failure, interruption, breakdown, viruses, malfunctions, errors, defects, or defaults in the transmission of any submission.

Hard copy of the submission and physical models are not required for judging purpose and shall not be submitted.

- 6.2 Each submission must include all documents and items required in **Table B**. Any submission that fails to fulfil any of these submission requirements will be disqualified.

<b>Table B: Submission Requirements</b>		
<b>Content of Submission</b>	<b>Award Category</b>	
	<b>Restoration and Adaptive Reuse</b>	<b>Interpretation</b>
Application Form ▪ PDF.	Required	Required
Nominators' reference letters ▪ PDF.	Not applicable	Only applicable to application submitted by non-members. ▪ Refer to Clause 5.1(c).
Documentary proof of project completion or launch ▪ Refer to Clause 5.2(b). ▪ PDF.	Required	Required
Dossier ▪ PDF.	Required ▪ The format shall meet the requirements in Clauses 9.1 and 9.2.	Required ▪ The format shall meet the requirements in Clauses 9.1 and 9.3.
Photographs / illustrations ▪ At least 300 dpi. ▪ TIFF / JPEG / PNG format.	Ten selected photographs best showing the merits of the submitted project.	Ten selected photographs / illustrations best showing the merits of the submitted project.
Video ▪ MP4 or .avi format.	Optional	Optional
Conservation Management Plan ▪ PDF.	If applicable	If applicable
Additional materials ▪ Articles, videos, supporting letters, etc. ▪ PDF / TIFF / JPEG / PNG / MP4 / .avi	Optional	Optional
Nomination fee ▪ Refer to Clause 4.	Required	Required

## 7. Shortlisting and Adjudication

- 7.1 The Jury Panel may, at its sole discretion, shortlist any or none of the entries to the final round of adjudication.
- 7.2 The applicant of each shortlisted entry will be required to give the Jury Panel a presentation of and/or a guided visit to the project – the details will be given upon notification of the shortlist. Such presentation and visit will form part of the Jury Panel's assessment.
- 7.3 The Awards under each of the award categories shall be determined by the Jury Panel as follows:
- (a) **Conservation Award**, honouring a conservation project that demonstrates outstanding achievement in all award criteria;
  - (b) **Special Mention**, honouring a conservation project that demonstrates noteworthy achievement in selected award criteria; and
  - (c) **Special Citation**, recognising a conservation project that positively contributes to the public awareness in the heritage values of post-war buildings or cultural landscape.
- 7.4 The Awards may not be bestowed if the Jury Panel decides that none of the entries sufficiently meet the award criteria.
- 7.5 The decision of the Jury Panel shall be final.
- 7.6 The Awards will be made out in the name of the applicant stated in the Nomination Form. To recognise the project team's efforts, certificates of recognition will be presented to all team members included in the Nomination Form, subject to a maximum quantity of 20. HKICON may issue additional certificates upon the winner's request at a charge of HK\$ 100 each.
- 7.7 The winner will be required to produce two A0-size presentation panels and their digital format of the winning project for exhibition purpose. The winner will be notified of the details upon confirmation of the awards.

## 8. Other Terms and Conditions

- 8.1 The applicant shall bear all costs for producing the submission, for the presentation and guided visit if shortlisted, and for producing the exhibition panels if awarded.
- 8.2 The applicant shall consent to HKICON's use of all submitted materials. It shall be clearly stated in the submitted materials the name(s) of their copyright owner(s) and the manner in which they shall be credited. The copyright to the materials shall remain vested with the respective copyright owner(s) and will be acknowledged accordingly.

8.3 HKICON reserves the right, without payment of any fees or royalties, to use any of the materials submitted to promote the Awards and/or other related academic and educational purposes. The applicants shall grant HKICON a non-exclusive royalty free licence to use any of materials submitted for any of the aforementioned purposes.

## 9. Award Criteria and Dossier Format

### 9.1 General

- (a) This Clause 9 describes the award criteria against which the Jury Panel will assess each entry, and sets out the required information and format of the dossier.
- (b) The dossier shall be written with clarity, readability, and conciseness to enable the Jury Panel to understand the entry project.
- (c) The dossier shall be written in English. Chinese or other language(s) may be used to supplement the English texts for specialised terms related to architectural styles, materials, techniques, and/or ethnic subjects.
- (d) Owner's consent must be obtained for the use of all drawings, photographs, and illustrations in the dossier. All copyright source(s) of each and every drawing, photograph, and illustration shall be properly cited in the submission. HKICON shall not be held liable for any copyright infringement.
- (e) For fair adjudication by the Jury Panel, the identity including name(s) and logo(s) of the applicant, the client, and members of the project team shall not be shown in the dossier. Such information shall only be shown in the Application Form.

### 9.2 "Restoration" and "Adaptive Reuse" Categories

- (a) The dossier shall cover all required information and be organised in sections as set out the **Table C**, and, where appropriate, supplemented with drawings, sketches, maps, photographs, images, and illustrations.
- (b) The dossier shall include architectural drawings (site plan, floor plans, sections, and elevations) showing the conditions of the project site and/or building(s) before and after conservation works.
- (c) The dossier shall include photographs showing the conditions of the project site and/or building(s) before, in the process of, and after the conservation treatments, and in the operation stage.

**Table C: Dossier Content  
– for “Restoration” and “Adaptive Reuse” categories only**

<b>Section</b>	<b>Description</b>	<b>Word limit</b>
(A) Project Information	<ul style="list-style-type: none"> <li>▪ Project title and location.</li> <li>▪ Project duration, including key dates and phases / stages.</li> <li>▪ Project budget, including funding sources and broad itemisation of the budget.</li> <li>▪ Project area, including site area, building areas, and area of intervention.</li> </ul>	No limit
(B) Understanding the Place	<ul style="list-style-type: none"> <li>▪ Brief historical background of the place:               <ul style="list-style-type: none"> <li>○ Describe its background and context, e.g. its origin and/or the reason it was built (in case of a built structure.)</li> </ul> </li> <li>▪ Typology and use:               <ul style="list-style-type: none"> <li>○ Identify the type of building / structure / place.</li> <li>○ Describe its original uses and functions, and its subsequent changes.</li> </ul> </li> <li>▪ Heritage status:               <ul style="list-style-type: none"> <li>○ State if it is a declared monument or a heritage building accorded with / without grading.</li> </ul> </li> <li>▪ Previous condition:               <ul style="list-style-type: none"> <li>○ Describe the condition of the place prior to conservation, e.g. its physical features, layout, setting, structural stability, and finishes.</li> <li>○ For built structures, describe the interior, exterior, and site context.</li> <li>○ Explain the factors affecting the condition of the project prior to conservation.</li> </ul> </li> </ul>	1000
(C) Significance of the Place	<ul style="list-style-type: none"> <li>▪ Heritage values and spirit of place:               <ul style="list-style-type: none"> <li>○ Describe the overall cultural significance of the place, articulating its heritage values and relevant attributes (Statement of Significance.)</li> <li>○ Briefly describe the overall spirit of the place.</li> </ul> </li> </ul>	500



**Table C: Dossier Content  
– for “Restoration” and “Adaptive Reuse” categories only**

<b>Section</b>	<b>Description</b>	<b>Word limit</b>
(D) Conservation Approach and Process	<ul style="list-style-type: none"> <li>▪ Conservation approach:               <ul style="list-style-type: none"> <li>○ Briefly describe the primary conservation approach – restoration, adaptive reuse and/or others.</li> </ul> </li> <li>▪ Objective(s) of the conservation project:               <ul style="list-style-type: none"> <li>○ Describe the objective(s) in respect of the primary conservation approach.</li> <li>○ Elaborate on the selected current use (if changed from the previous use.)</li> </ul> </li> <li>▪ Conservation process:               <ul style="list-style-type: none"> <li>○ What kind of research was carried out to understand and address the requirements of the project?</li> <li>○ What conservation interventions were implemented?</li> <li>○ What materials and techniques were used for the interventions? What were the underlying principles / rationale?</li> <li>○ How were newly added elements (if any) related to the inherent spatial quality of the place? What were the underlying principles / rationale?</li> <li>○ How were interpretation means (if any) used to communicate the heritage values of the place?</li> </ul> </li> <li>▪ Degree of excellence in execution and innovation:               <ul style="list-style-type: none"> <li>○ What were the technical and other challenges of the project?</li> <li>○ How these challenges were overcome through the adopted approaches?</li> <li>○ Were any innovative approaches or methodologies adopted in the project?</li> <li>○ How was the quality of conservation works controlled throughout the project? How effective / successful was the quality control?</li> </ul> </li> </ul>	1500

<b>Table C: Dossier Content – for “Restoration” and “Adaptive Reuse” categories only</b>		
<b>Section</b>	<b>Description</b>	<b>Word limit</b>
(E) Project Impact	<ul style="list-style-type: none"> <li>▪ Contribution to a better understanding of the heritage values of the place:               <ul style="list-style-type: none"> <li>○ Appraise how the project enhances the public understanding and appreciation of the heritage values of the place.</li> </ul> </li> <li>▪ Contribution to the local community and the general public:               <ul style="list-style-type: none"> <li>○ Appraise how the project contributes to people’s well-being and development at the local, regional, and international levels.</li> </ul> </li> <li>▪ Contribution to the profession:               <ul style="list-style-type: none"> <li>○ Appraise the influence and/or outstanding innovation of the project that excel the current conservation practices and policies.</li> </ul> </li> <li>▪ Contribution to sustainability:               <ul style="list-style-type: none"> <li>○ Appraise how the project addresses and achieves the Sustainable Development Goals (SDGs) of UNESCO.</li> </ul> </li> </ul>	500
(F) List of Figures	<ul style="list-style-type: none"> <li>▪ A list of figures with captions and respective copyright owner(s).</li> </ul>	No limit

### 9.3 “Interpretation” Category

- (a) The dossier shall cover all required information and be organised in sections as set out the **Table D**, and, where appropriate, supplemented with drawings, sketches, maps, photographs, images, and illustrations.
- (b) The dossier shall include architectural drawings (site plan, floor plans, sections, and elevations), photographs, and other appropriate illustrations showing the project site and/or building(s) being the subject of the interpretation.
- (c) The dossier shall include photographs and other appropriate illustrations showing the means and content of the interpretation, and, where applicable, the interaction with the audience.

**Table D: Dossier Content  
– for “Interpretation” category only**

<b>Section</b>	<b>Description</b>	<b>Word limit</b>
(A) Project Information	<ul style="list-style-type: none"> <li>▪ Project title and location.</li> <li>▪ Project duration, including key dates and phases / stages.</li> <li>▪ Project budget, including funding sources and broad itemisation of the budget.</li> <li>▪ Project area, including site area, building areas, and area of intervention (if applicable).</li> </ul>	No limit
(B) Significance of the Place	<ul style="list-style-type: none"> <li>▪ Heritage values and spirit of place:               <ul style="list-style-type: none"> <li>○ Describe the overall cultural significance of the place, articulating its heritage values and relevant attributes.</li> <li>○ Briefly describe the overall spirit of the place.</li> </ul> </li> </ul>	500
(C) Interpretation Approach and Process	<ul style="list-style-type: none"> <li>▪ Planning:               <ul style="list-style-type: none"> <li>○ What are the objectives of the interpretation? How was the project planned to achieve the objectives?</li> </ul> </li> <li>▪ Research, concept, and methodology:               <ul style="list-style-type: none"> <li>○ What kind of research was carried out to address the requirements of the project?</li> <li>○ How was the project concept developed?</li> <li>○ What interpretation methods were deployed?</li> </ul> </li> <li>▪ Engagement:               <ul style="list-style-type: none"> <li>○ Who were engaged in the process? Why and how were they selected?</li> <li>○ How did the engaged people contribute to the process?</li> </ul> </li> <li>▪ Implementation:               <ul style="list-style-type: none"> <li>○ How does the project implementation demonstrate the excellence and best practice in heritage interpretation?</li> </ul> </li> <li>▪ Access:               <ul style="list-style-type: none"> <li>○ How can the audience access the interpretation materials? Elaborate the effectiveness of accessibility.</li> </ul> </li> <li>▪ Training (if appropriate):               <ul style="list-style-type: none"> <li>○ Is any training given in the implementation phase? Elaborate the effectiveness of such training.</li> </ul> </li> </ul>	1500

<b>Table D: Dossier Content – for “Interpretation” category only</b>		
<b>Section</b>	<b>Description</b>	<b>Word limit</b>
(D) Resources	<ul style="list-style-type: none"> <li>▪ Identify the resources needed for the interpretation project (e.g. staff, materials, money, etc.)</li> <li>▪ Demonstrate how these resources were used effectively.</li> <li>▪ Detail the project costs including labour (including volunteers), materials, and installation.</li> <li>▪ Appraise cost-effectiveness versus “reach” to the intended audience.</li> <li>▪ Elaborate any innovative use of resources, sustainability, and/or future proofing.</li> </ul>	1000
(E) Project Impact	<ul style="list-style-type: none"> <li>▪ Performance of the interpretation project: <ul style="list-style-type: none"> <li>○ Describe how the success of the project is measured.</li> <li>○ How has the project met clear and measurable outcomes for the client / stakeholders?</li> </ul> </li> <li>▪ Contribution to a better understanding of the heritage values of the place: <ul style="list-style-type: none"> <li>○ Appraise how the project enhances the public understanding and appreciation of the heritage values of the place.</li> </ul> </li> <li>▪ Contribution to the profession: <ul style="list-style-type: none"> <li>○ Appraise the influence and/or outstanding innovation of the project that excel the current heritage interpretation practices.</li> </ul> </li> </ul>	500
(F) List of Figures	<ul style="list-style-type: none"> <li>▪ A list of figures with captions and respective copyright owner(s).</li> </ul>	No limit

## 10. Enquires

For enquiries, please email to [admin@hkicon.org](mailto:admin@hkicon.org).