**Guidelines to Photographer for EWB-HK Activity**

This Guidelines aim to explain the requirements for the use of photos and videos taken and edited by the Photographer and Videomen (hereafter say “Photographer”) for the activities organized by or partnered with EWB-HK.

1. **Themes of the Photos / Video taking:**
2. Identify the theme of the activity;
3. How the participants’ global perspective be enhanced through the activity;
4. What aspects of sustainable development learnt by the participants;
5. How EWB organize this activity and leading the participants achieving the activity objectives;
6. **Key moment / issues need to capture/ document:**
7. Departure and Arrival group photos;
8. Photos with key officials or local leaders as well as people who we serve;
9. Photos with local partner representatives / volunteers / guests / communities / NGOs / companies / public bodies;
10. Visit, Assessment, Survey, Works, Services, meeting and Conference we do the process of the activity
11. Environments and situation before and after our work / service / visit;
12. Materials to be used;
13. Beneficiaries and their response to our work / service / visit;
14. Interview to Participants, organizing committee members, speakers, guests participating the activity in Hong Kong and Overseas.
15. **Scope and priorities:**

If there are many events going on at the same time, please first focus on the followings:

1. Meeting with Key officials;
2. Our working process;
3. Anything could not happen a second time;

While environments, beneficiaries’ response etc., we could take any time, or through a purposeful interview. Please closely follow the team and feel free to discuss early in the morning or at night if you have any questions.

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1. **Specifications:**
2. Photo (min. 10 Megapixels) in JPEG format
3. Video (full HD video)
4. **Expected output and usages:**

The copyright of all photos and videos with the above contents will be owned, to the Engineers Without Borders (Hong Kong) Ltd. (EWB-HK) for non-profit-making usage, for use in EWB-HK’s website, social media, exhibition materials, printing materials including annual reports, newsletter, leaflets and project sharing. EWB-HK may give the photos and videos to media outlets or agencies for further processing, such as organization promotions or public education purpose. The output may also use in power points or show to public at talks or exhibitions. Photo credit would be given to the Photographer on selected photos and videos.

1. **Photo policy:**
2. Photos and videos must be taken with consent. For photography on HK and Overseas sites, shall seek local officials and partners’ prior consent. Seeking for consent with courtesy before taking photos and videos to the beneficiaries. Should there be any unwillingness, please be caution and do not pressure individuals to be in photos.
3. Beware of privacy and be sensitive of gender and culture. Children naked, Women naked, bath, breast feeding etc. should not be taken. Villagers house situation need to get consent before shooting.
4. Beware of taking negative image, for example harsh situation of children and disabilities, or negative image concern individual’s personal dignity.
5. Children and disabilities photos should obtain consent before shooting, positive images are preferred.
6. **Terms and Conditions:**
7. The copyright and intellectual property rights of the photos and videos taken on the entire activity shall be given to EWB-HK without time limit and for EWB-HK’s non-profit-making, record and promotion purposes at agreed cost or as in-kind donation by the Photographer. Further consent for using the intellectual properties by EWB-HK shall not be required.

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1. The Photographer shall be entitled to make reference to this assignment as part of his project portfolio. However, no photo should be used by the Photographer on his personal social media platform or other channels prior obtained permission by EWB-HK.
2. The photos and videos taken in the entire activity shall not be sold to other parties.
3. EWB-HK reserves the right to provide the photos and videos related to the activity participants and the associated organizations they are studying for non-profit-making purposes.
4. It is expressly provided that the Contracts (Rights of Third Parties) Ordinance (Cap. 623) shall not apply to this Agreement and nothing herein will create rights under the said Ordinance.

Title of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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