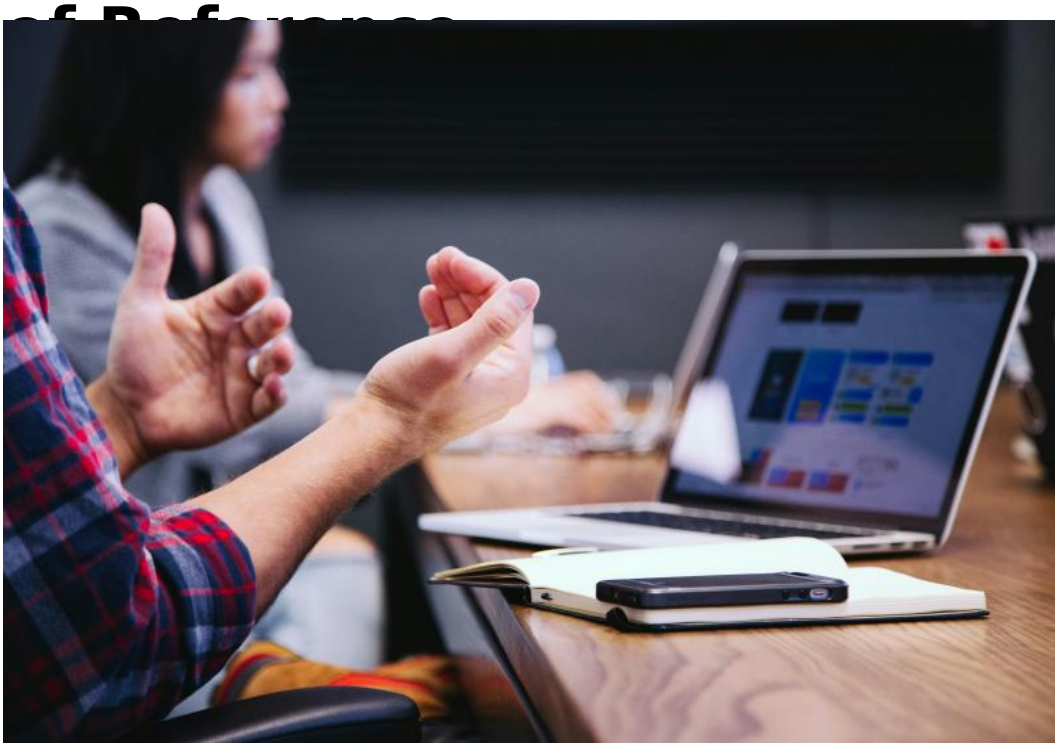
# Yorkshire and Humber Hong Kong Advisory Panel Terms of Reference



**Type**

The Yorkshire and Humber Hong Kong Advisory Panel (Y&H HKAP) is a platform for individuals arriving in Yorkshire and Humber communities, via the British National (Oversees) visa route, to engage with local and national governments and other stakeholders involved in the delivery of the Hong Kong BN(O) Welcome Programme.

## Purpose

- To offer lived experience insights to strengthen the planning and focus of the HK Welcome Programme in Y&H, including what projects and events we run and how we run them; which partners we work with and; how we spend the Ministry of Housing, Communities and Local Government (MHCLG) regional grant

- To raise awareness with local and regional government organisations, Voluntary, Community and Social Enterprise (VCSE) organisations, other key stakeholders, and members of the public to:

1. demonstrate the need for BNO visa route
2. highlight the experiences of individuals arriving via this route

3. increase the level of understanding of how the visa route works and,
4. promote examples of good practice that have enabled Hongkongers to successfully integrate and become part of their local communities

- To represent the views and concerns of new arrivals from Hong Kong

- To advise and consult with key agencies involved in designing and delivery of the HK Welcome Programme (i.e. MHCLG, Home Office, Local Authorities and VSCEs)

- To engage with the media and seek to promote stories highlighting the positive impact of the BNO visa route and the contribution Hongkongers make to Y&H and the wider UK society

- To raise a profile of and promote the integration activities being part of the HK Welcome Programme within the community

## How

There are a wide range of opportunities for HKAP members, these include:

- Participating in meetings and events relating to the HK Welcome Programme

- Public speaking and awareness raising, sharing personal testimonies as a newly arrived person from HK

- Organising thematic workshops by contributing to content of Migration Yorkshire’s HK Drop-in session and HK information session for the VCSEs

- Engaging with consultations with external stakeholders and researchers in the migration field

- Assisting service providers and commissioners involved in the HK Welcome Programme, such as local authorities and Migration Yorkshire, with gathering service user feedback on delivery models.

- Assisting the group in creating, and abiding by, a HKAP’s Code of Conduct.

Where possible, the HKAP will request follow up and feedback, following engagement with external consultations.

## Membership

- The Y&H HKAP has a regional focus and is for those who live in Y&H region, but the remit of the group extends to engaging at national and international platforms.

- The HKAP is made up of a maximum of 30 members representing diversity of BN(O) visa holders in the region. The HKAP aims to include individuals of different genders, ages, faiths, residency statuses, abilities of communicating in English and having disabilities or being carers.

- Each member has a 1-year term on the HKAP before they can voluntarily step down.

- After a 1-year term in HKAP, members who would like to remain on the panel, will automatically be voted back in, unless other HKAP members declare objections within a specific deadline to the Hong Kong Team.

- Hong Kong Team Team will periodically review attendance and engagement of the members, and membership of inactive members will be terminated.

- Memberships will be terminated if someone moves outside of Y&H region.

- Member will be informed of the termination of the membership in writing.

- The names of the members who leave HKAP will be announced to the rest of HKAP members.

- Any HKAP member can request a break from being part of the panel, for either 6-month or 1-year durations. When a HKAP member requests a break they get invited to a meeting with a Migration Yorkshire staff before taking their

break, and once their break period ends, they will be contacted to a welcome back meeting with Migration Yorkshire before re-joining HKAP. Migration Yorkshire will not contact panel members who are on a break.

- When there is a vacancy, Hong Kong Team will review the waiting list in the first instance and appoint the most suitable person. If no suitable appointments are available, the vacancy will be filled in the next round of recruitment.

- Periodic rounds of recruitment for new members will be undertaken to maintain diversity of the panel. This will be communicated to the existing HKAP members prior to the start.

- The expectation is that HKAP members should regularly engage in line with their membership agreement, and to update the MY staff about their availability as and when appropriate.

- Migration Yorkshire are committed to supporting the HKAP – there will be a staff member whose remit will be to engage with and promote the HKAP and will offer administration and technical support.

- Members will vote on existing Terms of Reference and review them on a yearly basis.

## Governance and meeting arrangements

- The HKAP aims to meet every 2 months either on Microsoft Teams (or other video conferencing app) or face-to-face – to be decided by the group. Migration Yorkshire will assist with organising dates for the meetings

- To attend induction and relevant training sessions

- A Meeting Chair will be decided for each meeting. Their role will be to help in preparing and sending out agenda and notes to other members. Notes will be recorded from each meeting and Migration Yorkshire will assist with this.

- Costs in relation to meetings (room hire, lunch, refreshments, travel expenses using public transport only, childcare, data and other individual access support when needed) for HKAP members will be covered. Travel and

other expenses will be reimbursed as per the HKAP Expenses Policy.

- Time commitment required for the role is expected to be between 2 and 4 hours a month.

## Potential benefits to members

- Opportunity to apply own expertise gained through lived experience to benefit the direction of the HK Welcome Programme, and the direction of the group

- Gain understanding of the role of the local and national government in the UK, and how the wider UK’s public and voluntary sector systems work

- Develop links with, and access networking opportunities through, organisations supporting new arrivals from HK at a regional and national level

- Access to relevant training, references, and certificate of contribution

- Get reimbursement for a Disclosure and Barring Service (DBS) certificate (DBS will not be a requirement to join the group)

- Using existing and developing new skills in teamwork and collaboration

- Regular updates about local and regional jobs, training and volunteering opportunities and events.

- Help members of the Hong Kong BN(O) community to settle in the region

Migration Yorkshire

Hong Kong Hub
Part of Migration Yorkshire

Funded by UK Government

Last updated: 14/03/2025

**Source URL:** *https://www.migrationyorkshire.org.uk/hong-kong-hub/HKAP-Terms-of-Reference*