



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/en/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  
Inheriting HKIS Values 傳承·專業價值



市區重建局  
URBAN RENEWAL  
AUTHORITY

# A. Background

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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

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1



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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



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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



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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



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

# C. What is Universal Design?

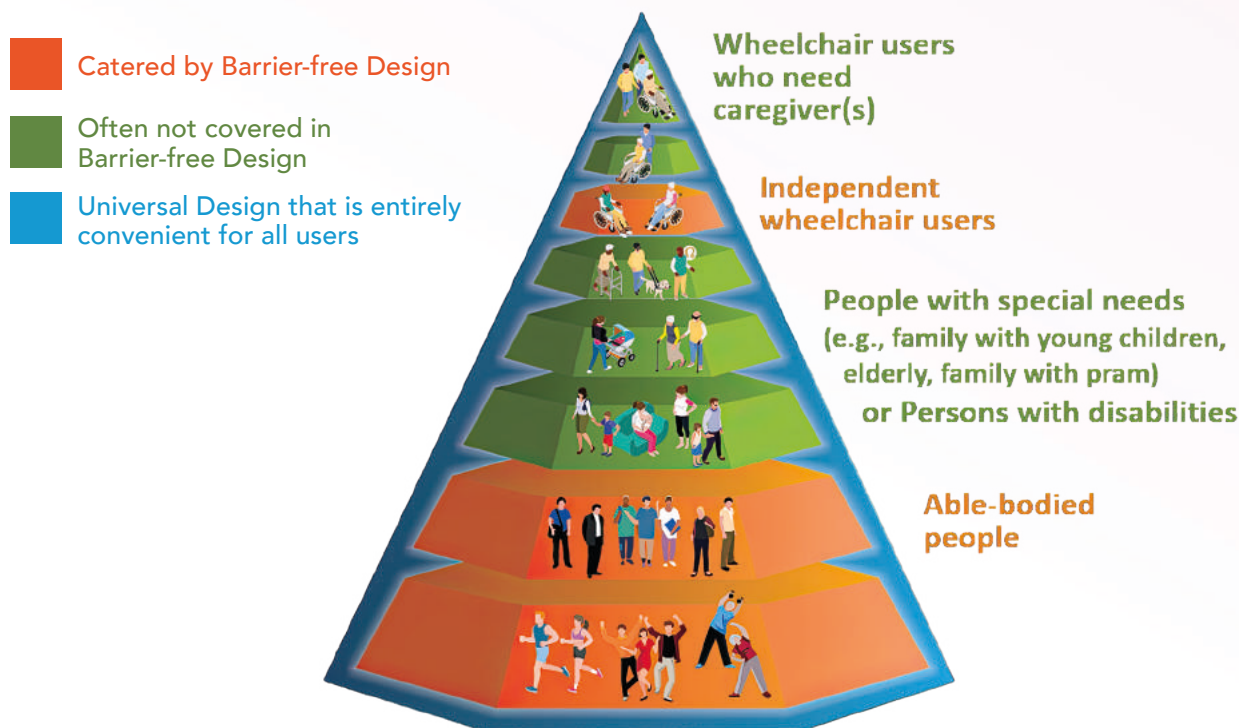


**Universal Design** goes beyond the concept of Barrier-free Design, aiming to broaden the applicability of user-centred design for the widest spectrum of users.

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 Pyramid<sup>1</sup>

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.



<sup>1</sup> Goldsmith Selwyn (2000). *Universal Design: A Manual of Practical Guidance for Architects*. Retrieved from [https://archive.org/details/UNIVERSAL\\_DESIGN/page/n15/mode/2up](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"> <li>Shopping Malls of all size</li> <li>Shops inside a shopping mall or street-level shops (街舖)</li> </ul>	<ul style="list-style-type: none"> <li>Developer</li> <li>Property Management Company</li> <li>Property Owner (e.g., shops owning the retail space)</li> <li>Occupant/Tenant (e.g., shops leasing the retail space)</li> </ul>
2	Office Buildings and Office Spaces	<ul style="list-style-type: none"> <li>Office Buildings of all size</li> <li>Office area owned or rented by small and medium enterprises (SME) or larger companies</li> </ul>	<ul style="list-style-type: none"> <li>Developer</li> <li>Property Management Company</li> <li>Property Owner</li> <li>Occupant/Tenant (e.g., businesses, NGOs, government/statutory bodies leasing the office space)</li> </ul>
3	Restaurants	<ul style="list-style-type: none"> <li>Branches of restaurant chain</li> <li>Chinese restaurants</li> <li>Cha chaan teng (茶餐廳)</li> <li>Noodle Shops (粉麵店)</li> </ul>	<ul style="list-style-type: none"> <li>Property Owner (e.g., restaurant operators owning the premises)</li> <li>Occupant/Tenant (e.g., restaurant operators leasing the premises)</li> </ul>
4	Buildings and Sites with Recreational, Sports or Cultural Purposes	<ul style="list-style-type: none"> <li>Private: cinemas, private clubs, theme parks</li> <li>Public: Sports centres, libraries, museums, theatres</li> <li>Non-profit-making organisations' centres for members' activities</li> </ul>	<ul style="list-style-type: none"> <li>Property Owner (e.g., Government owning the public parks; recreational clubs owning the club premises)</li> <li>Occupant/Tenant (e.g., NGO leasing the cultural and recreational premises)</li> </ul>
5	Revitalised Sites	<ul style="list-style-type: none"> <li>All kinds of revitalised sites</li> </ul>	<ul style="list-style-type: none"> <li>Developer</li> <li>Property Owner (e.g., social enterprises owning the revitalised site)</li> <li>Occupant/Tenant (e.g., NGO managing the premises )</li> </ul>

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

## 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 (%)
<b>Spectrum of users</b>	The premises provide different kinds of facilities, services and perceptible information that can cater the needs of a wide range of users.	30
<b>Equitable use</b>	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
<b>Safety and low physical effort</b>	The facilities in the premises can be used safely, and with low physical effort.	20
<b>Overall accessibility</b>	The overall design of the premises allows for easy access to facilities, services and information throughout different areas and floors.	20
<b>Innovation</b>	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

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- 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

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- 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](mailto: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

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

## K. Result Announcement

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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

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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

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- 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

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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

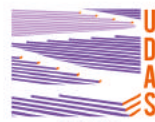
## O. Notes for Applicant

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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](mailto:UDAS@eoc.org.hk).



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



詳情請瀏覽：



## 2024年2月1日開始接受申請

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

支持機構（按機構英文名稱的字母排序）



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40th ANNIVERSARY  
市區重建局  
URBAN RENEWAL  
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# 一、背景

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平等機會委員會（平機會）致力推廣平等機會及消除歧視，我們相信若所有人均擁有進出處所的平等機會，便能積極投入社會。

我們推出通用設計嘉許計劃2024/25（「嘉許計劃」），目的是推廣平等機會、多元及共融價值，以期為所有年紀、能力和面對不同人生階段的人建立暢通易達和易於使用的環境。在建築環境中應用通用設計的概念，可讓有不同需要的使用者自主地進出不同處所，並獲得或享用貨品、服務及設施。

計劃將嘉許在提供通達建築環境方面表現突出的公司和機構，並鼓勵社會各界更廣泛採用適合所有人士的通用設計，包括但不限於殘疾人士、長者、照顧者、孕婦及育有兒童的家庭。

# 二、目的

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1



透過推廣在建築物及基礎設施採用通用設計以創造共融環境的好處，提高市民大眾對通用設計的認識和了解。

2



對於在處所內融入通用設計原則和常規的機構，給予肯定和嘉許，以推動其他機構開展或繼續提升暢通易達程度。

3



提供平台與社會各界分享創造共融環境的卓越實踐和創新做法，務求促進通用設計的革新，達致卓越效能。

4



鼓勵目前未能達到暢通易達的機構，承諾致力實踐可行目標。



# 三、何謂通用設計？



通用設計的概念不只包含無障礙設計，而是以使用者為本，把設計擴闊至可切合廣泛使用者的需要。

通用設計的概念在項目展開時便應採用，並非只是遵守建築物相關的規則。通用設計旨在創造每個人都可以使用的產品和環境。在最理想的情況下，採用通用設計原則後，應該能為所有使用者提供易於使用的環境。

## 通用設計金字塔<sup>1</sup>

通用設計金字塔顯示了由健康和敏捷的人士，至外出時需要照顧者的人士之獨立出行程度。香港現時的建築主要受無障礙設計涵蓋，未能全面顧及通用設計金字塔中不同組別人士的需要。運用通用設計可找出適當的平衡，滿足所有使用者的需要。



<sup>1</sup> Goldsmith Selwyn (2000). *Universal Design: A Manual of Practical Guidance for Architects*.  
網址: [https://archive.org/details/UNIVERSAL\\_DESIGN/page/n15/mode/2up](https://archive.org/details/UNIVERSAL_DESIGN/page/n15/mode/2up)



## 四、申請資格

### 1. 申請者

歡迎來自公營或私營界別的獨資經營業務、合夥業務、公司和機構報名。申請者應以下列身分擁有、管理或佔用位於香港的處所：

- 業主
- 發展商
- 物業管理公司
- 佔用人/租戶

#### i. 商業機構：

獨資經營業務、合夥業務或公司必須持有有效的公司註冊證書、有限責任合夥業務的註冊證書（如若為有限合夥基金）和/或商業登記證，以及其他適用的公司註冊文件。

#### ii. 非牟利機構：

- 商會
- 專業團體
- 根據《社團條例》（第 151 章）註冊為社團或根據《公司條例》（第 622 章）註冊成立的非政府組織、俱樂部和會社
- 根據《稅務條例》（第 112 章）第 88 條獲豁免繳稅的慈善機構

以上申請者必須持有有效的註冊證書和/或其他適用的證明文件。

#### iii. 政府部門及法定機構

### 2. 申請組別

嘉許計劃共設有五個申請組別，包括



商場及  
零售鋪位



辦公大樓及  
辦公室



食肆



康樂、體育或  
文化用途的  
樓宇及場地



活化項目

各申請組別的處所及申請者的例子如下：

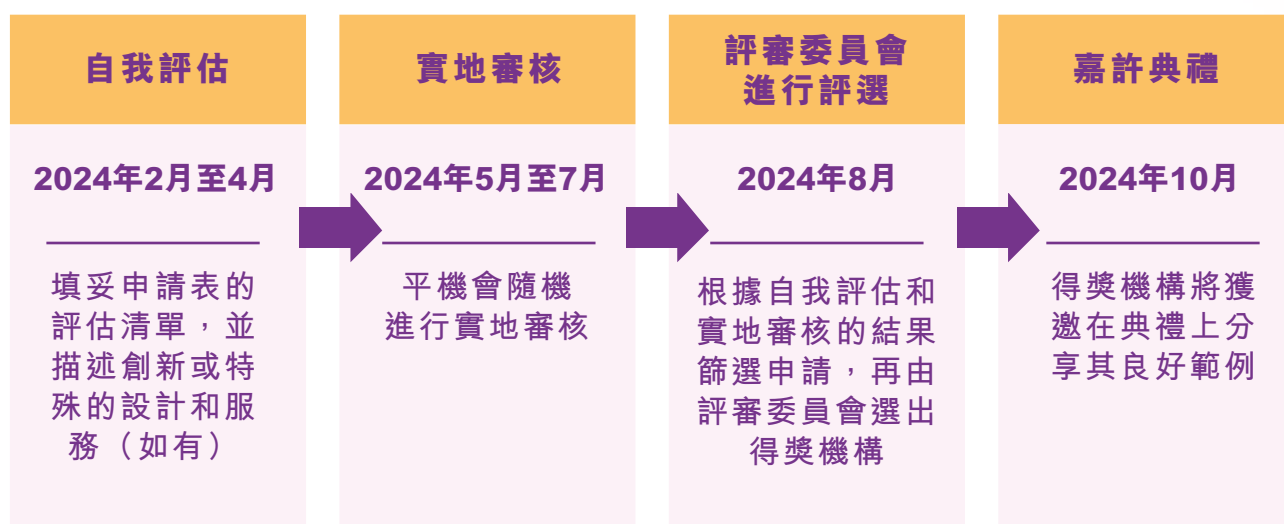
	申請組別	處所例子	潛在申請者的例子
1	商場及零售鋪位	<ul style="list-style-type: none"> <li>• 各種規模的商場</li> <li>• 於商場內的零售鋪位或街鋪</li> </ul>	<ul style="list-style-type: none"> <li>• 發展商</li> <li>• 物業管理公司</li> <li>• 業主 (例如擁有店鋪業權的商戶)</li> <li>• 佔用人/租戶 (例如租賃店鋪的商戶)</li> </ul>
2	辦公大樓及辦公室	<ul style="list-style-type: none"> <li>• 各種規模的辦公大樓</li> <li>• 中小企或大型企業擁有或租用的辦公空間</li> </ul>	<ul style="list-style-type: none"> <li>• 發展商</li> <li>• 物業管理公司</li> <li>• 業主</li> <li>• 佔用人/租戶 (例如租賃辦公空間的企業、非政府組織、政府/法定機構)</li> </ul>
3	食肆	<ul style="list-style-type: none"> <li>• 連鎖食肆的分店</li> <li>• 酒樓</li> <li>• 茶餐廳</li> <li>• 粉麵店</li> </ul>	<ul style="list-style-type: none"> <li>• 業主 (例如擁有處所業權的食肆)</li> <li>• 佔用人/租戶 (例如租賃處所的食肆經營者)</li> </ul>
4	康樂、體育或文化用途的樓宇及場地	<ul style="list-style-type: none"> <li>• 私人場地：戲院、私人會所、主題樂園</li> <li>• 公共場地：體育中心、圖書館、博物館、劇院</li> <li>• 非政府組織會員活動中心</li> </ul>	<ul style="list-style-type: none"> <li>• 業主 (例如政府擁有的公園；擁有會所業權的休閒俱樂部)</li> <li>• 佔用人/租戶 (例如租賃文娛處所的非政府組織)</li> </ul>
5	活化項目	<ul style="list-style-type: none"> <li>• 任何類型的活化項目</li> </ul>	<ul style="list-style-type: none"> <li>• 發展商</li> <li>• 業主 (例如擁有活化項目業權的社會企業)</li> <li>• 佔用人/租戶 (例如管理活化項目的非政府組織)</li> </ul>

### 注意事項：

1. 以上例子僅供參考，處所和申請者種類並不限於以上所述。
2. 每份申請以企業名稱和相關處所的地址為基準。
3. 每份申請僅能競逐一個申請組別。
4. 擁有、管理或佔用多於一個處所的公司/機構可以提交多份申請。
5. 公司/機構可就同一處所提出聯合申請（例如由業主及物業管理公司共同提出申請），但必須說明主要的申請機構，並由該機構負責申請事宜。
6. 較大的場所或會包含不同佔用人/租戶，每個佔用人/租戶可以各自提交申請。

例子：餐廳A和服裝店B都是商場C的租戶。這三個單位可各自提交申請。餐廳A的經營者可參加嘉許計劃的「食肆」組別，而服裝店B和商場C可各自參加「商場及零售鋪位」組別。

## 五、評審流程



## 六、評審準則

### 1. 自我評估

- i. 主辦方會向申請者提供約有100個項目的自我評估清單，申請者須勾選處所具備的通達設施或服務。
- ii. 申請者亦可以描述他們創新或特殊的設計和服務，以展示他們增強不同用戶體驗的良好常規。
- iii. 申請者須提供處所的實用樓面面積，供評審委員會考慮。
- iv. 主辦方強烈鼓勵申請者提交能展示處所內通用設計的照片或短片以供評審委員會考慮。

- v. 以下是自我評估清單上的部分項目。申請者無須符合所有範疇的項目。完整評估表可於 <https://www.eoc.org.hk/zh-hk/udas/application/criteria> 瀏覽。

範疇	例子
通道	<ul style="list-style-type: none"> <li>通道沒有雜物阻塞，並可視乎需要達至最少800毫米的闊度</li> <li>地毯穩定地或直接安裝在地板上</li> </ul>
門	<ul style="list-style-type: none"> <li>入口/出口處設有以按鈕控制的自動門或感應門</li> <li>門的重量較輕，易於推或拉</li> </ul>
服務	<ul style="list-style-type: none"> <li>為員工提供暢通易達概念的培訓</li> <li>提供輪椅借用服務</li> </ul>
設備及固定裝置	<ul style="list-style-type: none"> <li>提供至少一個高度不超過750毫米的服務櫃台</li> <li>於等候區或休息區提供座位</li> </ul>
業務相關項目	<ul style="list-style-type: none"> <li>餐牌或其他書面資訊輔以圖畫標誌、圖像或照片</li> <li>在演奏廳/劇院/音樂廳設置輪椅位</li> </ul>
指示標誌及路牌	<ul style="list-style-type: none"> <li>使用大而清晰的字體（例如正黑體、Arial及Helvetica等無襯線字體）</li> <li>緊急出口指示標誌設有照明</li> </ul>
洗手間	<ul style="list-style-type: none"> <li>暢通易達洗手間在無人使用時沒有上鎖</li> <li>暢通易達洗手間內設有緊急警報器或召喚鐘</li> </ul>
升降機	<ul style="list-style-type: none"> <li>升降機按鈕有點字或觸覺表面</li> <li>升降機的按鈕板的高度在900毫米至1200毫米的可觸及範圍內</li> <li>有聲音信號顯示所達樓層</li> </ul>
環境氣氛	<ul style="list-style-type: none"> <li>照明充足（至少85勒克斯）且燈光不會閃爍不定</li> <li>光管照明設有燈罩</li> </ul>
停車場	<ul style="list-style-type: none"> <li>為殘疾人士提供暢通易達停車位</li> <li>設有較大的家庭友善停車位</li> </ul>

## 2. 實地審核

平機會將隨機進行實地審核，以核實和盤點不同處所的通用設計措施。除非到訪處所必須事先登記，否則隨機進行實地審核時，平機會並不會另行通知申請者。

申請者在自我評估過程中提交或實地審核期間拍攝的照片和影片，有機會在嘉許典禮上被展示。在自我評估及實地審核期間收集的資料將僅用於通用設計嘉許計劃的用途。

## 七、獎項類別及評分標準

每一個得獎處所會獲頒發**嘉許計劃標貼**及**嘉許證書**。

- **銅獎**：具備15至24項評估清單上的通用設計措施。
- **銀獎**：具備至少25項評估清單上的通用設計措施。
- **金獎**：具備至少45項評估清單上的通用設計措施和在以下**評分標準**獲得50分或以上。如果分數低於50分，評審委員會保留頒授銀獎的權利。
- **特別嘉許大獎**：具備出色的通用設計措施，並符合以下**評分標準**（不論處所的實用樓面面積）。

### 評分標準

- 描述處所內提供的設施或服務如何涵蓋評分標準中的範疇。
- 申請者必須提供照片、影片、設計描述等輔助資料以供評審委員會考慮。

### 評分標準如下：

評分標準	說明	比重 (%)
使用者的廣泛性	處所提供的各種設施、服務和可感知的資訊能夠滿足廣泛使用者的需求。	30
平等使用	處所的設計為最廣泛的使用者提供了相同的使用方式，並透過盡量減少標籤殘疾人士和長者等身分以避免分隔或污名化任何使用者。	20
安全和省力操作	處所內的設施可以安全地和省力地使用。	20
整體通達性	處所的整體設計容許使用者輕鬆使用不同區域和樓層的設施、服務和獲取資訊。	20
創新性	處所的設計或服務，不論是在設計、建築、資訊科技領域、服務業或社會，都能被視為創新或符合無障礙技術原則。	10



## 八、評審委員會

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- 每個申請組別各設有一個評審委員會。評審委員會的成員包括平機會管治委員會、政府機構、專業團體及非政府組織的代表。
- 平機會將採取一切必要的預防措施以確保評審過程公平。評審委員會的成員須申報利益衝突，以確保整個過程的公平性。
- 評審委員會將根據申請者提交的資料以及平機會在評審前收集的資料作出決定。
- 評審委員會的決定為最終決定。

## 九、申請方法

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- 有意參加的機構可用以下方式向平機會遞交申請：
  - 網上申請：  
<https://www.eoc.org.hk/zh-hk/udas/application/application-form> 或
  - 填妥申請表後，經電郵提交至 [UDAS@eoc.org.hk](mailto:UDAS@eoc.org.hk)。
- 申請者須確保申請表上所有資料真實準確。
- 平機會或會在評審過程中要求申請者提供額外資料和證明文件供核實之用。

## 十、截止日期

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申請將於 2024年4月15日香港時間下午5時截止。

## 十一、結果公布

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我們將於2024年9月透過電郵向所有申請者公布結果。請瀏覽我們的網頁

<https://www.eoc.org.hk/zh-hk/udas> 以獲取最新消息。

## 十二、暢通易達承諾書

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為鼓勵在改裝現有設施方面遇到困難的處所達到暢通易達的標準，我們推出了「暢通易達承諾書」，讓這類處所藉此機會承諾盡力建設共融的環境。此外，我們亦歡迎未符合申請資格但設有創新設計的處所參與承諾書，向廣大社會分享其創新設計。請瀏覽 <https://www.eoc.org.hk/zh-hk/udas/application/UA-pledge> 以了解有關詳情。

## 十三、嘉許典禮

- 嘉許典禮將於2024年10月舉行。
- 得獎機構應積極參與嘉許典禮及各項宣傳活動，並分享所採用的通用設計良好範例。

## 十四、重要日子

2024年1月23日	第一場簡介會
2024年2月1日	開始接受申請
2024年3月13日	第二場簡介會
2024年4月15日	截止申請
2024年5月至2024年7月	實地審核
2024年8月	評審委員會進行評選
2024年9月	公布結果
2024年10月	嘉許典禮

## 十五、申請須知

1. 除非有平機會認為合理的理由，申請者應在整個申請期間向平機會提供協助並參與實地審核。
2. 平機會將於其網站、刊物、社交平台及其他途徑發布載有公司或機構名稱的得獎處所名單。
3. 得獎機構將獲授權在2024-25年有效期內在其處所或宣傳資料中使用嘉許計劃標誌。平機會保留終止或修改得獎機構使用嘉許計劃標誌的唯一權利。如有爭議，平機會的決定為最終決定並具有約束力。
4. 嘉許計劃的結果不會以任何方式影響平機會根據四項反歧視條例執行其法定職能和權力，包括但不限於調查投訴。
5. 申請者提供的個人資料將由平機會用作與嘉許計劃相關的通訊及宣傳用途。如申請者欲查閱或更正任何個人資料，或負責人的聯絡方式有所變動，請致電 2511 8211 或電郵至 [UDAS@eoc.org.hk](mailto:UDAS@eoc.org.hk) 與平機會聯絡。