

## **Education Bureau Circular Memorandum No. 47/2025**

From : Secretary for Education

Ref. : 1125-2010-8060-9035-00004-P001

Date : 7 April 2025

To : Heads of all Kindergartens, Primary and  
Secondary Schools

(excluding English Schools

Foundation Schools and International  
Schools)

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### **Nomination of Teacher Members for Key Learning Area Committees and Functional Committees of the Curriculum Development Council (2025-2027)**

*(Please circulate this Circular Memorandum to ALL teachers.)*

#### **Summary**

This Circular Memorandum (CM) invites nominations of teacher members from schools for the Key Learning Area (KLA) Committees and Functional Committees of the Curriculum Development Council (CDC).

#### **Details**

2. The CDC advises the Government on all matters relating to curriculum development from the kindergarten to senior secondary levels. It operates in a two-tier structure, with the first tier being the CDC and Standing Committees, and the second tier being the KLA Committees and Functional Committees. Please refer to the CDC website [www.edb.gov.hk/cdc](http://www.edb.gov.hk/cdc) for details of its structure.



3. With the mission to nurture students to become lifelong learners who are able and virtuous, with a sense of responsibility, visions, and love for the country and the city, being ready for future challenges and opportunities, we cordially invite your school to nominate teachers for the KLA Committees and Functional Committees of the CDC so as to draw on their experiences and views to facilitate the CDC in steering and offering practical advice on the ongoing renewal and implementation of the school curriculum. Please circulate this CM to all teachers for reference and nominate those who are keen on the work related to the development of the school curriculum to facilitate its ongoing optimisation and make contributions to school education.

4. The term of office of CDC Committee members is two years. The new term will **commence on 1 September 2025 and end on 31 August 2027**. On completion of the school nomination procedures, the CDC will initiate the selection process under the established mechanism. In making its selection, the CDC will take into account the experience and qualifications of the teacher nominees in the following aspects:

- Academic/professional qualifications attained;
- Relevant teaching experience;
- Relevant responsibilities/positions held in school (e.g. prefect of studies, KLA co-ordinator, panel chairperson, STEAM co-ordinator);
- Experience in professional organisations related to curriculum development (e.g. Subject Committee member of the Hong Kong Examinations and Assessment Authority);
- Professional experience related to curriculum development (e.g. academic research/publications); and
- Recommendations from school heads, etc.

5. Nomination guidelines for teacher members are set out at **Annex 1**. **The deadline for nomination is 12 May 2025. Late submissions will not be accepted.**

### **Enquiries**

6. For enquiries, please contact Ms CHONG Yu-ying (Tel: 2892 6433) or Ms Alison CHAN (Tel: 2892 5895) of the Council and Secondary Section 1 of the Curriculum Development Institute.

Ms Virginia LEE  
for Secretary for Education

c.c. Heads of Sections – for information

## **Teacher Member Nomination for CDC Committees Nomination Guidelines**

### **1. Nomination Period**

Nominations will be accepted from **7 April 2025 to 12 May 2025**. **Late submissions will not be accepted.**

### **2. School Heads**

- (a) School heads should be the nominators for teacher nominees.
- (b) The consent of teacher nominees should be sought before nominations are submitted.

### **3. Teacher Nominees**

Teacher nominees should choose to serve on the KLA Committee(s) or Functional Committee(s) according to the subjects taught and their expertise. For example, primary teachers of **Chinese Language** may serve on the Committee on Chinese Language Education and various Functional Committees as appropriate.

### **4. Term of Office**

The term of office is two years (i.e. from 1 September 2025 to 31 August 2027).

### **5. Committee Meetings**

Committee meetings may be held in the morning or afternoon on school days.

### **6. Submission of Nominations**

Schools may submit nominations by using the relevant e-Form (Form No. 90) via the Common Log-on (CLO) System (<https://clo.edb.gov.hk/>). Guidelines on using the e-Form are set out at **Annex 2**.

### **7. Acknowledgement of Receipt**

Upon receipt of the nomination form(s), the System will automatically send a **confirmation email** to the school heads and teacher nominees.

## Teacher Member Nomination for CDC Committees

### Guidelines on Using the e-Form

**Nominators** and **Teacher Nominees** can log on to the CLO System by using their existing username and password for access to the e-Services Portal (e- Services), Training Calendar System (TCS) or CLO System.

<https://clo.edb.gov.hk>

**Common Log-On System**  
統一登入系統 (CLO)

Username/用戶名稱  
Password/密碼

Logon / 登入

[Forgot Username/Password](#)  
忘記用戶名稱/密碼

[Self Register/自助註冊](#)

Click [here](#) to register a new e-Services Portal School Account/  
按此註冊新的電子化服務入門網站學校戶口

Log in With AM Smart

[More Info / 了解更多](#)

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures are as follows:

- Avoid logging on system using public/shared computers or through unsecured networks.
- After logging on, do not leave the computer unattended without proper security measures.
- Log out after used and close all browsers immediately so that others cannot gain unauthorized access.

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開的電腦。
- 使用後立即登出並關閉所有瀏覽器，以防止其他人非法登入。

Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.  
學校可按此瀏覽有關「統一登入系統」的運作說明，包括戶口登入、委任學校代表和自行登記戶口等。

You are reminded to comply with the Personal Data (Privacy) Ordinance in handling personal data. For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at <http://www.oapd.org.hk>.  
請注意，處理個人資料時應遵守《個人資料（私隱）條例》的規定。有關詳情可瀏覽個人資料私隱專員公署網站：<http://www.oapd.org.hk/index.html>.

Statement of Privacy Policies and Practices | Personal Information Collection Statement | Security Guidelines | EDB Home  
私隱政策及實施聲明 | 個人資料收集聲明 | 安全指引 | 教育局網站

For assistance in using the e-Form, please contact Mr Henley CHAN at 2892 6126.

## **Step 1: Delegation of the e-Form (Form No. 90)**

After the **Nominators (i.e. School Heads)** log on to the CLO System, please select the “e-Form Submission System (e-form) ‘eFormSS (e-form)’”, then go to the “Delegation Page” and delegate the Form No. 90 to the Teacher Nominees (no more than 10) in the “Replace To” column and click “SAVE”.

Delegation Page

Select Form ID for delegation.  
For Form 90 - :

Nomination Form of Teacher Member for CDC Committees

1. Form Delegation (For New Forms)  
Users who have the delegation right\* can delegate the form to themselves or another staff member for form filling (as "Applicant") and should assign appropriate school personnel (including themselves) to approve the form (as "Approver") based on the application flow for submission to EDB:  
1) Select role for delegation, i.e. "Applicant" or "Approver".  
2) Select or enter the account to replace the original delegated account.  
3) Click "SAVE".

APPLICANT

APPROVER

Name Email Post

Replace To:

SAVE

## **Step 2: Filling out the e-Form (Form No. 90)**

The e-Form consists of two sections: Section A and Section B.

Section A	To be completed first by the <b>Teacher Nominee</b>
Section B	To be completed by the <b>Nominator (i.e. School Head)</b>

## **Teacher Nominees**

1. The **Teacher Nominees** log on to the CLO System and go to the “e-Form Submission System (e-form) ‘eFormSS (e-form)’”, then select “e-Forms Application”.

Home

Profile Page

e-Forms Application

Search Application

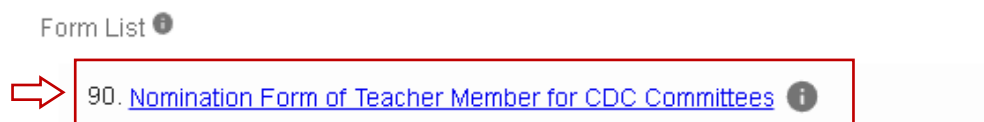
Frequently Asked Questions

Support Hotline

E-FORMS APPLICATION

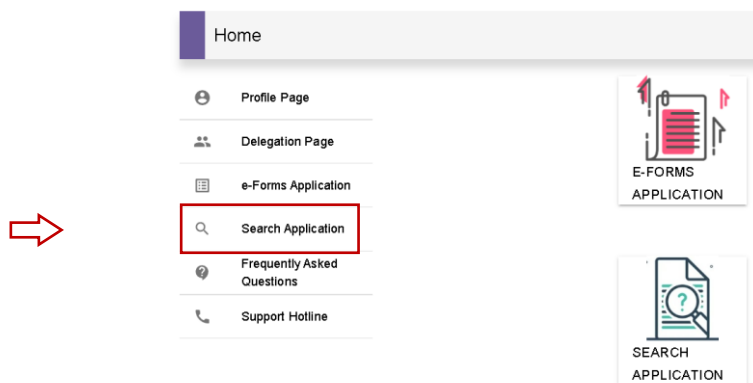
SEARCH APPLICATION

2. Select **Form No. 90 “Nomination Form of Teacher Member for CDC Committees”** from the Form List and complete **Section A of the e-Form**. After successful submission of the form, a status of “Pending Approval” will be shown. Please note that this form is pending the approval from the Approver (i.e. School Head) and is not yet received by the EDB.

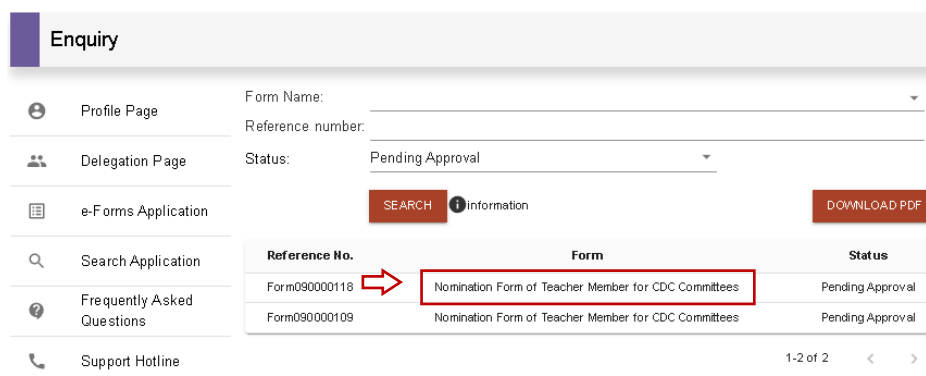


### **Nominators (School Heads)**

1. Upon completion of Section A of the e-Form by the Teacher Nominee, the **Nominators (i.e. School Heads)** can log on to the CLO System and go to the “e-Form Submission System (e-form) ‘eFormSS (e-form)’ ”, then select “Search Application”.



2. Select the nomination form which is pending approval.



3. Complete **Section B of the e-Form**. When the form is approved and signed by the School Head, a status of “Pending Review” will be shown. The form will be submitted to the EDB for further processing. The System will automatically send a confirmation email to the School Heads and Teacher Nominees to acknowledge receipt of the nomination form(s).