



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

2018 “Tap Siac Craft Market 10th Anniversary Programme” — Open Call for Handicraft Workshops Application Rules

1. Objectives

To celebrate the 10th anniversary of the Tap Siac Craft Market and provide residents with an optimised platform for promoting and exchanging creative products and ideas, the Cultural Affairs Bureau (IC) plans to launch the “2018 Tap Siac Craft Market 10th Anniversary Programme — Open Call for Handicraft Workshops”, so as to invite skilled local residents in Macao to serve as instructors for handicraft workshops and impart handicraft skills to local residents. The 2018 Tap Siac Craft Market will be held from 13 to 15 April and from 20 to 22 April 2018.

2. Application Requirements

- 2.1 Applicants must hold a valid Macao SAR Resident Identity Card and be aged 18 or above (by the application deadline);
- 2.2 Applicants must be the instructors of the workshop applied and have at least five times of instructing at handicraft workshops;
- 2.3 Members of the assessment panel and IC staff involved in this programme should not apply for this application.

3. Application Documents

- 3.1 Applicants must submit the following documents:
 - 3.1.1 Completed “Application Form for the 2018 Tap Siac Craft Market 10th Anniversary Programme — Open Call for Handicraft Workshops”;
 - 3.1.2 Photocopy of the applicant’s Macao SAR Resident Identity Card (front and back);
 - 3.1.3 Applicant’s profile and relevant experience (experience of participation in relevant activities in Macao and other regions as instructor must be specified);



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- 3.1.4 Three to ten images of finished products for handicraft workshops.
- 3.2 Documents mentioned in item 3.1 must be submitted both in hard copy and soft copy. The hard copy must be printed on A4-sized paper and images must be colour print; the soft copy must be submitted in the form of CD and each image must be in JPG format with no less 300dpi (above 1MB);
- 3.3 If any of the above-mentioned documents is not submitted, applicants must submit it within a specified period of time as informed by IC. Applicants who fail to submit the required documents within the specified period of time will not be considered;
- 3.4 If there are any discrepancies between the hard copies and soft copies of the application documents, the hard copies shall prevail;
- 3.5 Documents submitted will not be returned to applicants.

4. Application Method

- 4.1 Submission of application documents: applicants should either come in person or through representative to submit all documents to the Department for Promoting Cultural and Creative Industries of the Cultural Affairs Bureau (address: Cultural Affairs Bureau Building, Tap Siac Square, Macao);
- 4.2 Application dates: from 2 January to 2 February 2018;
- 4.3 Office hours: Monday to Thursday, 9:00-13:00, 14:30-17:45; Friday, 9:00-13:00, 14:30-17:30;
- 4.4 Applicant or the representative should present their original Macao SAR Resident Identity Cards upon submission;
- 4.5 Application documents must be submitted prior to the above-mentioned deadline and any documents submitted later than the deadline will not be accepted;
- 4.6 Enquiry (during office hours):
Ms. Wong or Ms. Lok
Tel: (853) 8399 6255 / (853) 8399 6292
E-mail: KNWong@icm.gov.mo / cllok@icm.gov.mo



5. Assessment Panel and Assessment Criteria

- 5.1 The assessment panel will select eligible handicraft workshops in accordance with the following criteria:
 - 5.1.1 Creativity, design, originality and uniqueness of the handicrafts;
 - 5.1.2 Applicant's relevant experience as handicraft instructor;
 - 5.1.3 Budget rationality.
- 5.2 If the number of eligible applications exceeds 15 quotas, IC will select the handicraft workshops by drawing lots.

6. Selected Workshops

IC will invite the selected applicants to conduct handicraft workshops at the “2018 Tap Siac Craft Market” and assume the cost for workshop materials, transportation fee for materials and remuneration of the instructor.

7. Conducting the Workshops

- 7.1 Materials used at the workshops shall not include food ingredients;
- 7.2 The number of workshop participants must be 10 to 20 persons / adult-child pairs;
- 7.3 Each workshop shall last between 1.5 hours to 3 hours;
- 7.4 Selected instructors must teach at the handicraft workshops in accordance with their submitted plans;
- 7.5 Instructors should take charge of the transportation of materials and tools required, and ensure the safety of operation at the workshops;
- 7.6 IC shall be responsible for:
 - 7.6.1 Promotion for the workshops;
 - 7.6.2 Students' registration for the workshops, admission notification and registration for attendance;
 - 7.6.3 Venue arrangement and supply of tables and chairs.
- 7.7 Selected instructors must coordinate the schedule for conducting the workshops with IC and cooperate with the overall arrangement for Craft Market activities;



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- 7.8 In carrying out the workshop, selected instructors must comply with the legal regulations of Macao SAR in force, and where laws are violated, they must be liable for any legal consequences;
- 7.9 In the event of any damage to the property of IC or third parties, or of safety problems arising from or caused by the negligence of the instructors, s/he should be fully liable for damages to persons and property that occur;
- 7.10 Selected instructors must notify IC at least three working days prior to the date of workshop if they are unable to conduct workshop as planned or require adjustments to their workshop schedule;
- 7.11 IC does not allow selected instructors to substitute with third parties at their own discretion;
- 7.12 IC will not pay any fee to the instructors who fail to conduct the workshops as planned.

8. Final provisions

IC reserves the right to final interpretation of the terms and conditions mentioned in the Rules and its decision shall be deemed as final.